

MOTOR VEHICLE DIVISION MANUAL

PREFACE

In partnership with County Tag Agents, the Motor Vehicle Division (MVD) is charged with the responsibility of issuing certificates of title, registrations and license plates to motor vehicles owned and operated in the State of Georgia, while safeguarding the interests of lien and security interest holders. A Certificate of Title is an important document that should be placed in a safe place with other important legal documents. Your driver's license and insurance card must be in your vehicle when the vehicle is operated.

As an aid to our customers, this manual has been prepared to explain the procedures for securing a Georgia Certificate of Title, license plate and vehicle registration.

The Motor Vehicle Division (MVD) is committed to providing efficient, prompt service to our customers. All motor vehicle owners who are required by law to have their motor vehicle registered in Georgia and who are not specifically exempt from having a title must apply for a Georgia Certificate of Title in their name. All county tag agents in this state are authorized agents of the State Revenue Commissioner for the purpose of accepting title applications and fees from their county residents. **We encourage our customers to apply for their titles at the local county tag office since you must apply for your license plates and vehicle registrations at your county of residence.**

If you should have any additional questions after reviewing this manual, **please contact your local county tag office** or MVD Headquarters.

Valuable tag and title information including the capability to complete and print most MVD forms is located at the following web site:

<http://www.dmv.state.ga.us/>

County contact information, including county web site addresses, is located at the following address:

<http://www2.state.ga.us/departments/dmvs/counties/>

Thanks to the Department of Revenue, Property Tax Division for the link to their site.

The telephone number for MVD Headquarters is (404) 362-6500. The telephone numbers for the county tag offices in this state are shown at the end of this manual.

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MISSION STATEMENT

“Working together in partnership with all counties, our mission is to protect the interests of our customers by issuing vehicle tags and titles accurately and in a timely manner.”

VISION STATEMENT

Quality Using Education, Service, Technology Plus Teamwork

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Information with unnumbered pages: (Located at the back of this manual.)

Form Numbers and Examples

MSO (Manufacturer's Statement of Origin)

County Directory (Alphabetical and Numerical)

Component Parts of a Vehicle (Picture)

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MVD TELEPHONE DIRECTORY

Deputy Commissioner's Office

Louis (Chip) J. Curl III

MVD Deputy Commissioner
Phone: (404) 362-6440

Johnny R. Adams

Special Assistant to Commissioner
for Local Affairs
Phone: (404) 362-6440

Gayle Murtha

Secretary to Deputy Commissioner
Deputy Commissioner's Office
Phone: (404) 362-6440

Partnership

Douglas Hooper

MVD Assistant Director
Phone: (404) 362-6440

Iris Cohrs

Division Leadership
County Help Desk

Mary McMichael

Division Leadership
County, Citizens Help Desks
Phone: (404) 362-6500

Gwen Shivers

Division Leadership
County Tag & Title Processing
Phone: (404) 675-6991

Patti J. McFarlane

Division Leadership
Quality Assurance; County Tag & Title
Processing
Phone: (404) 363-7151

Donnie Pierce

Division Leadership
Inspection Section
Phone: (404) 675-6992

MVD TELEPHONE DIRECTORY (Continued)

Operations

Vanessa Cantrell

Senior Leadership
Phone: (404) 362-6440

Emma Eberhardt

Division Leadership
Title Processing (includes County Titles, Salvage, Bonds, Court Orders, Walk-In Titles)

Harriet Mahaffey

Division Leadership
IRP; Special Tags
Phone: (404) 657-4186

Alva Lovett

Supervisor - Special Tags
Phone: (404) 675-4947

Joyce Wilson

Division Leadership
Title Processing (includes , Salvage, Bonds, Court Orders)
Phone: (404) 362-6482 and (404) 362-6483

Michael S. Wingo

Division Leadership
Warehouse; Batch Title Print; Division Mail
Phone: (404) 362-6498

Jim Kratz

Division Leadership
Accounting & Auditing
Phone: (404) 362-6448

Robert Foister

Division Leadership
Research, Records, Corrections; Microfilm
Phone: (404) 362-6490

MVD TELEPHONE DIRECTORY (Continued)

INFORMATION TECHNOLOGY

Tracie Scott

Senior Leadership
Information Technology

Gladys Foster

Senior Leadership
User Support

Fred Holt

Enterprise Network Manager/Engineer
GRATIS Network Manager

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GEORGIA CERTIFICATE OF TITLE

Certificate of Title

A Certificate of Title is a legal document issued by the State Motor Vehicle Division for a motor vehicle that reflects the legal owner(s) of the vehicle and any recorded lien or security interest holders. This document also reflects brands indicating the status of the title (e.g. Replacement); the condition of the vehicle (e.g. Salvage, Rebuilt, Flood Damage, etc.); and the odometer reading (when required). A Georgia Certificate of Title is mailed to the "first" lien or security interest holder until their interest in the vehicle becomes satisfied. If there is no lien or security interest holder, the title is mailed to the vehicle owner.

STATE OF GEORGIA		Certificate of Title				STATE OF GEORGIA	
THIS TITLE MUST BE TRANSFERRED IMMEDIATELY UPON CHANGE OF VEHICLE OWNERSHIP							
VEHICLE IDENTIFICATION NUMBER 1G8ZK5270T2155523	MAKE SATURN	YEAR 1996	TYPE OF BODY 4 DOOR	MODEL SL2	CYL 4	DATE ISSUED 12/04/2000	
DATE VEHICLE PUR. 05/05/2000	FUEL GASOLINE	NEW OR USED NEW	ODOMETER 002322	PREVIOUS TITLE NBR/STATE OF ISSUE 000000032566010 GA	NBR OF LIENS 1	COLOR GRN	CURRENT TITLE NUMBER 779945003391907
OWNER MARTIN S VEHICLE 1200 TRADEPORT BLVD HAPEVILLE GA 30354-3724				ODOMETER READING IS ACTUAL MILEAGE OF THE VEHICLE UNLESS OTHERWISE INDICATED BELOW.			
1ST LIEN OR SECURITY INTEREST WACHOVIA BANK & TRUST CO PO BOX 1806 GREENVILLE NC 27835-1806				MAIL TO WACHOVIA BANK & TRUST CO PO BOX 1806 GREENVILLE NC 27835-1806			
2ND LIEN OR SECURITY INTEREST							
3RD LIEN OR SECURITY INTEREST							
RELEASE OF LIEN OR SECURITY INTEREST				The Georgia Department of Revenue hereby certifies that an Application duly made the person named herein is registered by this Department as the lawful owner of the vehicle described subject to the liens or security interests herein set forth and such liens or security interests as may subsequently be filed with the Commissioner. This Certificate of Title is issued pursuant to the Motor Vehicle Certificate of Title Act and is subject to the provisions thereof.			
DATE OF RELEASE	SECURITY INTEREST HOLDER	AUTHORIZED AGENT		10054  STATE REVENUE COMMISSIONER			
1ST LIEN		BY					
2ND LIEN		BY					
3RD LIEN		BY					

3208606

SAMPLE GEORGIA
CERTIFICATE OF TITLE
(Shown smaller than actual size)

Spaces are provided on the reverse side of the Certificate of Title for transfer of ownership. The title should be delivered to the purchaser/transferee at the time the vehicle is delivered. The "new" owner should promptly apply for a "new" Certificate of Title in their name.

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Spaces are provided on the face of the title for the release of any recorded liens or security interests. However, the released liens or security interests are not removed from the state's records until a "new" title is issued.

THIS TITLE MUST BE TRANSFERRED IMMEDIATELY INTO THE NEW OWNER'S NAME. CAUTION: \$100 FINE OR 30 DAYS IMPRISONMENT FOR ACCEPTANCE OR DELIVERY OF EACH CERTIFICATE OF TITLE ASSIGNED IN BLANK. TAG REGISTRATION MUST BE TRANSFERRED WITHIN 30 DAYS OR OWNER WILL BE SUBJECT TO FINE OF UP TO \$100. NEW VEHICLES MUST BE REGISTERED WITHIN 30 DAYS OF THE DATE OF PURCHASE. OWNER MUST COMPLETE ALL SPACES IN FULL. DO NOT USE RED INK. NOTICE: ANY ALTERATION VOIDS THIS TITLE.

ASSIGNMENT AND WARRANTY OF TITLE BY REGISTERED OWNER

TO BE COMPLETED BY SELLER and delivered with the vehicle to the purchaser. Application for new Certificate of Title must be made by purchaser on title application form and filed within 90 days of date of purchase in order to avoid \$10.00 penalty. If the vehicle described herein is junked or dismantled, this Certificate of Title must be returned to the Motor Vehicle Division within 72 hours. FEDERAL and State Law requires that you state the mileage in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment. The undersigned hereby sells, assigns or transfers the vehicle described on the face of this certificate to:

ALL BLOCKS MUST BE COMPLETED ACCURATELY. SUBMIT SIGNED & NOTARIZED AFFIDAVITS EXPLAINING ANY ERRORS.

BUYER'S LEGAL NAME
NAME _____
STREET _____
CITY _____
STATE & ZIP CODE _____
COUNTY OR RESIDENCE _____
DATE OF SALE _____
Any alteration or erasure of date of sale will result in a \$ 10.00 Penalty Fee.

NOTICE TO BUYER

I/we warrant that said vehicle is free of all security interests, liens or encumbrances except as noted below.
Transferor's (SELLERS) Printed Name _____
Transferor's (SELLERS) Signature _____
Transferor's (BUYERS) Printed Name _____
Transferor's (BUYERS) Signature _____

DEALER (COMPLETE ALL SPACES IN FULL) DO NOT USE RED INK.

I/we warrant that said vehicle is free of all security interests, liens or encumbrances except as noted below.
We also warrant this Title and certify that the vehicle described herein has been transferred to the following:
Purchaser's Legal Name _____
Purchaser's Address _____
County of Residence _____
Dealer's ID Number _____
Unauthorized use may lead to prosecution
Registered Dealer's Name _____

I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:
ODOMETER READING: ☐ NO ☐ TENTHS ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**
Date of Sale: 7/7

Transferor's (SELLERS) Printed Name _____
Transferor's (SELLERS) Signature _____
Transferor's (BUYERS) Printed Name _____
Transferor's (BUYERS) Signature _____

Purchaser's Legal Name _____
Purchaser's Address _____
County of Residence _____
Dealer's ID Number _____
Unauthorized use may lead to prosecution
Registered Dealer's Name _____

I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:
ODOMETER READING: ☐ NO ☐ TENTHS ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**
Date of Sale: 7/7

Transferor's (SELLERS) Printed Name _____
Transferor's (SELLERS) Signature _____
Transferor's (BUYERS) Printed Name _____
Transferor's (BUYERS) Signature _____

Purchaser's Legal Name _____
Purchaser's Address _____
County of Residence _____
Dealer's ID Number _____
Unauthorized use may lead to prosecution
Registered Dealer's Name _____

I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:
ODOMETER READING: ☐ NO ☐ TENTHS ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**
Date of Sale: 7/7

Transferor's (SELLERS) Printed Name _____
Transferor's (SELLERS) Signature _____
Transferor's (BUYERS) Printed Name _____
Transferor's (BUYERS) Signature _____

Purchaser's Legal Name _____
Purchaser's Address _____
County of Residence _____
Dealer's ID Number _____
Unauthorized use may lead to prosecution
Registered Dealer's Name _____

LIEN HOLDER TO BE RECORDED AND SHOWN ON NEW TITLE:
1st LIEN IN FAVOR OF: (Name and Address)
ATTN: DEALERS AND DISTRIBUTORS. Retain a copy of front and back of this document. Retention period: 5 years.

NOTICE: ANY ALTERATION OR ERASURE VOIDS THIS TITLE

REVERSE SIDE OF GEORGIA CERTIFICATE OF TITLE

OVERVIEW INFORMATION (PART A)

JOINT OWNERSHIP

The word “or” cannot be used to show joint ownership of a motor vehicle in the State of Georgia. The word “and” must be used when applying for a Certificate of Title for a vehicle jointly owned (e.g. John Doe and Mary Smith). Both owners must sign the title application and the assignment of title (when the vehicle ownership is being transferred).

Owners may wish to talk with their attorney to determine if a title should be applied for reflecting joint ownership with the following disclosure: “Joint Tenants with Rights of Survivorship”.

Survivorship”. This statement should be printed below the owners’ names on the MV-1 title application. When a title is issued with this disclosure (Joint Tenants with Rights of Survivorship), the surviving owner may transfer ownership by merely completing the assignment of title and attaching a copy of the deceased’s death certificate. The new owner should apply for a title in their name at that time.

WHEN TO APPLY FOR CERTIFICATE OF TITLE

1. An owner should apply **promptly** for a Certificate of Title upon transfer of ownership. Failure to apply for a title within ninety (90) days of the date of purchase/transfer will result in a \$10 penalty being charged. If an application for title is “rejected”, the owner has sixty (60) days from the date of the rejection letter to comply to avoid being charged an additional \$10 penalty. An owner **cannot** purchase a license plate in their name for a vehicle **required to be titled** in this state unless one of the following applies:
2. The owner already has a Georgia Title in their name;
3. The owner has proof that a title has been applied for in their name; **or**
4. The owner makes application for a Georgia Certificate of Title in their name at the time of application for the license plate.

WHERE TO APPLY FOR CERTIFICATE OF TITLE

An owner may apply for a Georgia Certificate of Title **at the tag office** in the county in Georgia of their legal residence or at MVD headquarters:

The law also provides additional locations to apply for a title when the application for title is either the result of a dealer sale or as the result of the perfection of a lien or security interest.

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For Dealer Sales (Ref. 40-3-21 of O.C.G.A.) and/or Perfection of a Lien or Security Interest (Ref. 40-3-50 of O.C.G.A.):

1. The county where the seller is located;
2. The county where the sale took place;
3. The county where the vehicle is delivered;
4. The county where the owner resides; **or**
5. Motor Vehicle Division Headquarters

FEES

The fee for obtaining an **original** Georgia Certificate of Title is \$18. An owner has ninety (90) days from the purchase/transfer date to apply for a Georgia Certificate of Title to avoid being charged a \$10 penalty. If an application for title is “rejected”, then compliance with the rejection notice must be made within sixty (60) days of the date of the letter to avoid an additional \$10 penalty from being charged. To avoid unnecessary delays, all fees due should be remitted at the time of application.

The fee for obtaining a **replacement** title is \$8.

There is no charge for titles issued in the name of a Federal or State Government Agency or for title applications perfecting a child support lien. State and Federal Agencies are required to pay penalties and special handling fees.

Payment should be made by check or money order made payable to the Motor Vehicle Division or the County Tag Agent (if applied for at the county).

For titles issued expeditiously through either the “walk-in” or “mail-in” expedited sections at MVD Headquarters, there is an additional \$10 special handling fee. **Please do not remit cash.** Submit a check or money order made payable to the Motor Vehicle Division for all fees due.

OWNER'S ADDRESS

The residence address (e.g. street address) of the owner must be shown on the application for title. Therefore, this restricts the use of post office box numbers. A post office box number may be used if shown in conjunction with the owner's residence (e.g. street address) address. **DO NOT** use the address of someone other than the owner (e.g. lien holder, dealer, etc.).

By showing a post office box only, law enforcement is unable to contact the owner for emergency situations.

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TO WHOM A TITLE IS MAILED/DELIVERED

A Certificate of Title is mailed/delivered to the first recorded lien or security interest holder. If no lien or security interest holder, the title is mailed to the owner.

The owner or lien or security interest holder may request that the title be mailed to someone else. In this case, the owner or lien or security interest holder must submit a properly completed power of attorney form with their application and request that the title when issued be mailed to the appointed attorney-in-fact.

To ensure that the title is mailed to the attorney-in-fact, the taxpayer either needs to complete and affix a mailing label noting the attorney-in-fact's name and address or provide this information to the clerk processing their title application. The "mailing label" should be affixed to the second lien holder address space on the MV-1 title application.

OUT-OF-STATE RESIDENTS

The State of Georgia does not issue Certificates of title to out-of-state residents. The only exceptions are cases of inheritance or repossession where there is a Georgia Title on record and the current owner must secure a title in this state before titling it in their home state. Also, when the original title has been lost, stolen or mutilated, the record titleholder may apply for a replacement title showing their out-of-state address.

Out-of-state companies may obtain a Georgia Certificate of Title in their name showing their out-of-state address when the vehicle is located in this state; however, the county in Georgia where the vehicle is based must be shown on the application.

Military personnel who are legal residents of Georgia may secure a Georgia Certificate of Title in their name reflecting an out-of-state address. It will be necessary for them to indicate on the title application that Georgia is their state of residence and show the county name in Georgia where they are a legal resident.

GEORGIA TITLE BRANDS

Flood Damage	Fire Damage
Rebuilt	Special Construction
Salvage	Bonded
Undisclosed Liens	Stolen/Unrecovered
Manufacturer Buyback	Other
JTWROS	00S Salvage

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VEHICLES REQUIRED TO BE TITLED IN GEORGIA

Motor vehicles model years 1986 and newer are **required** to be titled this state.

A 1963 through a 1985 model motor vehicle may be titled **if** the owner has a title to support his or her application either issued in their name or properly assigned to him or her without a break in the chain of ownership.

A certificate of title is required for 1963 and newer year model mobile homes and cranes.

VEHICLES **NOT** TITLED IN GEORGIA

A vehicle owned by the United States unless it is registered in this state.

A vehicle owned by a manufacturer or dealer in vehicles and held for sale, even though incidentally used on the highway or used for purpose of testing or demonstration.

A vehicle owned by a dealer in vehicles but used by any Georgia public or private school for driver education purposes.

A vehicle used by a manufacturer solely for testing.

A vehicle owned by a nonresident of this state and not required by law to be registered in this state with the exceptions of the following:

- ☐ A vehicle obtained by inheritance or repossession with a Georgia title on record.
- ☐ A vehicle owned by an out-of-state company and the vehicle is based in Georgia, or.
- ☐ A vehicle currently titled in Georgia and the title has been lost, stolen, or mutilated and an application for replacement title is made with the owner's current out-of-state address.

A vehicle regularly engaged in the interstate transportation of persons or property for which a currently effective certificate of title has been issued in another state.

1962 and older year model vehicle

Boat

Boat trailer

Home made trailer

Off-road Vehicle (e.g. ATV – All terrain vehicle)

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A vehicle other than a mobile home or crane, the model year of which is prior to 1986.

A vehicle moved solely by animal power

A true implement of husbandry

Special Mobile Equipment

A self-propelled wheel-chair or invalid tricycle

A homemade trailer

A pole trailer

A moped

A vehicle which is not sold for the purpose of lawful highway use,

Motor buses used for the transportation of persons by a street railroad or other company engaged in the operation of an urban transit system over fixed routes,

A utility trailer with an unladen gross weight of 2,000 pounds or less. This does not apply to a travel trailer or camper, regardless of its unladen gross weight.

Moped

RELEASE OF LIEN OR SECURITY INTEREST

1. A Georgia lien or security interest holder may complete the space provided on the Certificate of Title or complete form T-4 (lien or security interest release form) to release their interest in a motor vehicle.
2. An out-of-state lien or security interest holder may do the same, use the forms provided by their state, or submit a signed letterhead statement giving a complete description of the vehicle (e.g. year model, make of vehicle, and vehicle serial number) as well as the name(s) of the secured parties.
3. A "paid" stamp on a certificate of title or contract is acceptable when dated and signed. However, the contract must reflect a description of the vehicle (e.g. year model, make of vehicle, and serial number) used as collateral. This contract must be signed by the owner(s) of the vehicle. A lien or security interest is not removed from the state's records until a "new" title is issued.
4. A lien release or security interest shall be considered satisfied for the following:
 - A lien or security interest which has been recorded for ten years or more on a Georgia title (10 years from the issue date of title on which such lien or security interest is perfected). **This does not apply to mobile homes, cranes, or vehicles which weigh more than 10,000 pounds gross vehicle weight.**

If any security interest or lien listed on a certificate of title is satisfied, the holder shall, within ten (10) days after satisfaction, execute a release (form T-4) and mail or deliver the release to the owner. The lien or security interest will not be removed from the state's records until a new title is applied for and issued.

In order to provide the **continuous perfection of a lien or security interest originally entered into for a period of more than ten (10) years**, the lien or security interest holder must do the following:

- Submit an application for another title to the county tag agent or MVD headquarters on which the lien or security interest is listed **before** ten years from the date of the original title on which such lien or security interest was listed.

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PHOTOCOPIES OF DOCUMENTS

Original documents must be submitted with an application for Georgia Certificate of Title. Photocopies are not acceptable. The only exceptions to this rule are as follows:

- Photocopy of certified copy of Probated Will;
- Photocopy of certified copy of Letters of Testamentary;
- Photocopy of certified copy of Year's Support;
- Photocopy of certified copy of Death Certificate;
- Photocopy of certified copy of Marriage Certificate;
- Photocopy of "general" Power of Attorney;
- Photocopy of contract;
- Photocopy of Federal Department of Transportation confirmation that a vehicle complies with all federal safety requirements (e.g. imported vehicle).

The acceptable photocopies must be legible for microfilming, as they will eventually be destroyed. Documents will not be returned once they have been accepted for the issuance of a Certificate of Title.

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CORRECTIONS TO TITLE DOCUMENTS

Alterations or corrections on the face of a certificate of title or manufacturer's statement of origin (except when corrected by the issuing Motor Vehicle Division), are unacceptable. When there are alterations or corrections on the face of the Certificate of Title or Manufacturer's Statement of Origin, a new title or statement of origin must be obtained from the issuing agency.

Errors in recording information on the assignments of a title or manufacturer's statement of origin should be corrected in the following manner.* The incorrect information should be lightly lined through ensuring that the incorrect information is still readable and the correct information should be entered above. The person required to complete the assignment where the correction was made must complete Form T-11 (Affidavit of Correction) explaining why the correction was made.

Note: Form T-11 (Affidavit of Correction) cannot be used to correct an incorrectly recorded lien or security interest holder, odometer reading or purchase date. When a lien or security interest holder is recorded in error, a T-4 (lien release) form must be obtained from the recorded lien or security interest holder. The use of correction fluid; erasures; or the total blocking out of information on a title or statement of origin is unacceptable. In this case, duplicate documents must be obtained.

*However, there is an exception to this rule. When a person decides not to purchase a vehicle, then the entire information about that transaction (**excluding** incorrectly recorded lien information where a lien release is required) should be lightly lined through. When the vehicle is resold, then the new owner information should be entered above the lined through information. In this case, the odometer reading should either stay the same or increase in number and the purchase date should remain the same or be a later date. Form T-11 (Affidavit of Correction) must then be completed by the seller/transferor explaining why the correction was made (e.g. buyer decided not to purchase vehicle, etc.).

ODOMETER REQUIREMENTS

The Federal Truth in Mileage Act requires the odometer reading be entered by the seller/transferor at the time of sale or transfer of ownership on a “secure” transfer document (e.g. Certificate of Title; Statement of Origin, Dealer Reassignment Document, or “Secure” Power of Attorney). The seller/transferor must indicate that the odometer reading either reflects the total actual mileage, odometer reading exceeds the mechanical limits of the odometer, or the odometer reading is not the actual mileage (Odometer Discrepancy). The seller must also print their name above their signature. The purchaser(s)/transferee(s) must also sign and print their name to the assignment where the odometer declaration was made acknowledging it. If the seller/transferor or purchaser/transferee is a company, then the company name must also be printed above the authorized signature on both the odometer declaration section and the acknowledgment section.

The Federal Truth in Mileage Act restricts the use of a power of attorney between the seller and buyer for the purpose of making the odometer declaration and the acknowledgement of the declaration. It does however allow for the use of a “secure” power of attorney between the buyer and seller when the title is not available at the time of transfer for one of the following two (2) situations:

- ❑ The title is being held by the lien or security interest holder
- ❑ The title is lost.

In the above cases, the seller(s)/transferor(s) should complete a “secure” power of attorney (Form T-8S) that is available from one of the following dealer associations in this state:

Georgia Automobile Dealers Association (G.A.D.A.)
(New Car Dealer Association)
4000 Cumberland Parkway, Building 900A
Atlanta, Georgia 30339
Telephone Number: (404) 432-1658

Georgia Independent Automobile Dealers Association (G.I.A.D.A.)
(Used Car Dealer Association)
561 Thornton Road, Suite V
Lithia Springs, Georgia 30057
Telephone Number: (770) 745-9650

ODOMETER DISCREPANCY

If an error is made or a discrepancy is noted between the mileage recorded on the title application and the transfer documents, the documents will be rejected. Odometer readings throughout the chain-of-ownership should remain the same or increase in number. Before we can issue a title for a vehicle where there is an odometer discrepancy, the applicant must:

1. Obtain new documents without a discrepancy. (We cannot accept documents containing alterations, strikeovers, erasures or correction fluid/tape.)
2. If the odometer reading was recorded incorrectly on the supporting document, an Odometer Discrepancy Affidavit (Form T-107) should be completed. The top portion of this form should be completed by the seller/transferor and the bottom portion by the purchaser/transferee. If there are several owners between the discrepancy occurrences, it will be necessary that additional T-107 forms be obtained. Form T-107 must be completed by all owners involved in the chain-of-ownership since the discrepancy occurred. An attorney-in-fact (someone appointed by a power of attorney to sign for the owner) cannot complete this affidavit.

NOTE: Form T-107 cannot be used if the odometer declaration reflects an erasure or the use of correction fluid, new documents must be obtained. The form T-107 cannot be used to correct the mileage on the Title Application (MV-1). If the Title Application (MV-1) is incorrect, a new Title Application (MV-1) must be completed.

3. If the owner cannot obtain new documents, the only alternative is to secure a title on the basis of a Surety Bond. A Surety Bond can only be used to obtain a title for a vehicle that is required to be titled in this state. Refer to the Section entitled "Vehicles Required to Be Titled" for additional information.

EXEMPTED VEHICLES

The following vehicles are exempt from an odometer declaration:

- A vehicle having a gross weight rating of more than 16,000 pounds
- A vehicle which is not self-propelled
- A vehicle that is ten (10) years old or older (e.g. Current calendar year minus 10)
- A vehicle sold directly by the manufacturer to any agency of the United States government in conformity with contractual specifications and,
- A transferor (seller) of a "new" vehicle prior to its first transfer for the purposes other than resale need not disclose the vehicle's odometer reading.

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MANUFACTURER'S STATEMENT OF ORIGIN (MSO)

To apply for a Certificate of Title for a "new" vehicle never titled in any state or jurisdiction, the following documents must be submitted to the county tag agent or to MVD headquarters:

1. MV-1 title application in the purchasing party's name(s);
2. Original valid Manufacturer's Statement of Origin properly assigned to the applicant(s) showing a complete and correct chain of ownership; and
3. Check or Money Order for the total fees due payable to the tag agent or the Motor Vehicle Division.

The selling dealer must enter their signature and current Master Dealer Tag Number on the assignment of the Manufacturer's Statement of Origin in the spaces provided on the MV-1 title application.

Every Georgia owner of the vehicle, other than a licensed **franchised** dealer (dealer licensed to sell "new" motor vehicles), must obtain a title in their name before transferring. If a statement of origin is assigned to a "used" motor vehicle dealer, then that used car dealer must secure a title in their name before transfer.

All liens noted on the assignments must either be released or shown on the MV-1 title application.

New vehicles are vehicles purchased "new" from a dealer or directly from the manufacturer, having no previous owners other than the dealer(s) since it was manufactured. As long as ownership of the vehicle remains the same since purchased new, the title, once issued, will always reflect the vehicle as "new".

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NEW VEHICLES PURCHASED IN A FOREIGN COUNTRY

To apply for a Certificate of Title for a “new” vehicle purchased in a foreign country, the following documents and fees should be submitted to the applicable County Tag Agent or to MVD Headquarters together:

1. An MV-1 title application must be typed in full and signed by the owner(s). When the owner is a company, the company's name must be printed above the authorized signature and the authorized person must show their position with the company.
2. A Manufacturer's Statement of Origin issued by the manufacturer, properly assigned to the applicant, or the valid foreign registration certificate issued by the country where the vehicle was last registered in the current owner's name must be submitted. For the vehicle to be titled as "new", the Foreign Registration Certificate must be issued in the current owner's name shown on the Georgia title application. All recorded lien(s) must be shown on the MV-1 title application or properly released.
3. Form T-22B (Certification of Inspection completed by a Georgia law enforcement officer or the Tax Commissioner in the county after a visual inspection of the serial plate) must accompany a foreign registration certificate if there is no Manufacturer's Statement of Origin.
4. Proof that the vehicle complies with all U.S. federal safety standards must be submitted from the U.S. Department of Transportation, Washington, D.C. A letter from the converter who performed the work on the vehicle is not acceptable.
5. A check or money order for the total fees due (\$18.00 title fee plus any title penalties which may be due for late application for title). If the title is not applied for within ninety (90) days of the date that the DOT certification was issued, a \$10.00 penalty fee is due.

Note: The State of Georgia will not issue a title based on a registration certificate from a foreign country for vehicles older than a 1986 year model. Except for mobile/manufactured homes, the State of Georgia requires a title for most 1986 and later year model vehicles.

TRANSFER OF GEORGIA TITLE

To apply for a title for a vehicle currently titled in Georgia the following documents and fees should be submitted to the applicable county tag office or MVD headquarters:

1. MV-1 title application in the purchasing party's name(s);
2. Original valid Georgia Certificate of Title properly assigned to the applicant(s) showing a complete and correct chain of ownership; and
3. A check or money order for the total fees due payable to the Tax Commissioner or the Motor Vehicle Division.

If the vehicle was sold by a licensed dealer to the applicant, the dealer must enter their signature and MVD permanent dealer ID# on the title application and their Master Dealer tag number on the assignment of title to the purchasing party.

Every owner of the vehicle, other than a licensed dealer, must obtain a title in his or her name before transferring.

When the owner is selling/transferring the ownership of the vehicle, he or she should complete the first assignment on their title to the purchaser/transferee. This requires the entry of the purchaser's/transferee's name and address; date of sale/transfer; odometer reading when required (check appropriate block **only** when the odometer reading does not reflect the **actual mileage**). The seller(s)/transferor(s) must then print their name and sign their name to the assignment. Their printed name(s) and signature(s) should agree with their name as their name(s) appear on the face of the title. For vehicles where an odometer reading is required, the purchaser/transferee should acknowledge the odometer declaration made by the seller/transferor by printing and signing their name to the assignment in the spaces provided. Important: Every owner, other than a licensed dealer, is required to obtain a title in his or her name before transferring ownership. A licensed dealer is the only one who is allowed to transfer ownership utilizing the assignments/dealer reassignment forms without first having to obtain a title in their name. All assignments on the Georgia Certificate of Title must be completed before dealer reassignment forms may be used.

All liens noted on the face of the title or the assignments against the previous owner(s) must be released. All liens noted on the face of the title or the assignments against the current owner(s) must either be released or shown on the MV-1 title application.

TRANSFER OF OUT-OF-STATE TITLE

To apply for a Georgia title for a vehicle previously titled in another State, the following documents and fees must be submitted to the applicable county Tax Commissioner or to MVD headquarters:

1. MV-1 title application in the owner(s)' name(s).
2. Original valid out-of-state title in the applicant's name(s) or properly assigned to the applicant(s).
3. Check or money order for the total fees due made payable to the Tag Agent or the Motor Vehicle Division.
4. Secure Dealer Reassignment forms to complete the chain of ownership when needed when the vehicle's ownership was transferred from a dealer. Secure dealer reassignment forms can only be used after the "first" assignment on the out-of-state title has been completed.

When the owner is selling/transferring the ownership of the vehicle, he or she should complete the first assignment on their title to the purchaser/transferee.

This requires the entry of the following information:

1. Purchaser's/transferee's name and address
2. Date of sale/transfer
3. Odometer reading when required (check appropriate block **only** when the odometer reading does not reflect the **actual mileage**). However, some states require the seller/transferor to check a box when the odometer reading is the actual mileage – **please look closely before checking any box!**
4. The seller(s)/transferor(s) must then print their name(s) and sign their name(s) to the assignment. Their printed name(s) and signature(s) must agree with their name(s) as they appear on the face of the title.
5. For vehicles where an odometer reading is required, the purchaser(s)/transferee(s) should acknowledge the odometer declaration made by the seller(s)/transferor(s) by printing and signing their name(s) to the assignment in the spaces provided. If there is more than one (1) purchaser, it is necessary for only one of the owners to acknowledge the odometer declaration.

Important: Every owner, other than a **licensed dealer**, is required to obtain a title in his or her name before transferring ownership. A licensed dealer is the only one who is allowed to transfer ownership utilizing the assignments/dealer reassignment forms without

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first having to obtain a title in their name. The “first” assignment on an out-of-state title must be completed before dealer reassignment forms may be used.

All liens and security interests noted on the face of the title or on the assignments of title against the **previous** owner(s) must be released. Any noted liens or security interests against the **current** owner(s) must be either released or the lien or security interest information must be shown on the MV-1 title application.

Note: If the out-of-state title was issued with a “Salvage”, “Rebuilt”, “Reconstructed” or similar brand/legend, then the vehicle must pass a Motor Vehicle Division Inspection prior to the issuance of a license plate or title.

To request a Motor Vehicle Division Inspection, the applicant should complete a Form T-22R (Request for MVD Inspection) and submit it to the following address along with the above documents and a **certified** check or money order for the total fees due. The **certified** check or money order should be for the total fees due payable to the Motor Vehicle Division (e.g. \$18 Title fee; any title penalties that may be due; and the \$50 Inspection Fee):

Attention: Salvage Office

Motor Vehicle Division

Post Office Box 740384

Atlanta, Georgia 30374-0384

If an MVD inspection is required, the applicant may wish to transport the vehicle to one of the state operated inspection stations. This will help speed the process. The applicant should contact either their county tag office or MVD Headquarters at (404) 362-6500 for the location and hours of operation of these inspection stations.

REPLACEMENT GEORGIA TITLE

A Replacement Georgia Certificate of Title may be obtained if the “original” Georgia Certificate of Title has been lost, stolen, or mutilated. If the owner cannot find their original title, they should first check with their bank, credit union or lien holder who may have been listed on the title as having a security interest in the vehicle. Georgia law requires the Motor Vehicle Division to mail the title on which a lien holder is shown to the lien holder rather than to the owner. When the note or lien has been paid, the lien holder releases the lien in the space provided on the face of the title and forwards it to the owner. The lien is not removed on the state’s records until a “new” title is applied for and issued.

A Replacement Georgia Certificate of Title may be obtained by submitting the following to the Motor Vehicle Division or the owner’s county tag office:

1. A MV-1 Application for Replacement Title completed in the **same** name(s) as the original title which has been lost, stolen or mutilated. The application must either be typed or computer printed in full and signed by the owner(s). **The current odometer reading is required on all replacement title applications when an odometer declaration is required.** If there is more than one owner, each must sign their own name individually. The appropriate box at the top left-hand corner of the application must be checked indicating that the application is an application for a replacement title.
2. A T-4 Lien Release form from any lien holder shown on the original certificate of title which has been satisfied. When the lien is satisfied, the lien information should be omitted from the MV-1 title application. Any “new” or unsatisfied lien or security interest information must be shown on the MV-1 title application in the spaces provided.
3. The application fee for a replacement title is \$8.00. If the title is to be issued on an “expedited” basis, the processing fee will be \$18 (\$8 application fee plus \$10 special handling fee).

NOTE:

1. The completed and signed application and lien release (if applicable) should be hand delivered or mailed to the appropriate county tag office or MVD Headquarters.
2. The Motor Vehicle Division only mails titles to the applicant or lien holder by “regular” mail.
3. If the title is to be mailed to a person appointed as the attorney-in-fact under the authority of a power of attorney, then the following action needs to be taken:
 - ❑ This information needs to be given to the clerk completing the application OR

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- ❑ Self-adhesive mailing label should be affixed to the MV-1 application in the area of the application reserved for the second (2nd) security interest holder. The mailing label should be typed as follows:

Mail to:

Name: Attorney-in-fact's name

Address: Attorney-in-fact's address

City: Attorney-in-fact's city

State: 2 character abbreviation for attorney-in-fact's state.

Zip Code: Zip code of attorney-in-fact

4. A replacement title may be issued in a person's married name even though the original title was issued in the applicant's maiden name. For the replacement to be issued in the person's married name, the MV-1 application should be completed in the married name (i.e. original title issued to Jane Smith; married name Jones; application for Replacement Title should be typed and signed Jane Smith Jones or Jane S. Jones). A copy of the person's official marriage certificate must accompany the above documents and fee.
5. A Replacement Certificate of title for a lost or stolen title will be issued bearing the following legend:

"THIS IS A REPLACEMENT CERTIFICATE AND MAY BE SUBJECT TO THE RIGHTS OF A PERSON UNDER THE ORIGINAL CERTIFICATE."

If the original title has been mutilated or a title has been invalidated by improper assignments, etc., and is submitted with an application for a replacement title, title fee of \$18.00, the replacement title will be issued with the following legend: "REPLACEMENT TITLE".

REPLACEMENT LEGEND (REMOVED)

If a Replacement Certificate of Title has been issued six (6) months in the owner's name without the ownership being challenged, the owner may have the "long" replacement legend removed by submitting the following documents to their county tag office or to MVD headquarters: The title, when issued, will not reflect the complete legend originally on the Replacement Title; however, it will reflect "REPLACEMENT TITLE".

1. A MV-1 title application must be completed in detail in the owner's name(s) shown on the face of the title. This application must be typed in full or computer printed and signed by the owner(s).

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2. The current Georgia Certificate of title must be submitted.
3. Any lien or security interest shown on the current title must be shown on the “new” title application or it must be properly released on the Georgia Title in the spaces provided.
4. A signed letter from the owner(s) requesting that the replacement legend be removed must be submitted.
5. A check or money order for the \$18 title fee made payable to the tag agent or the Motor Vehicle Division must be remitted.

DEFINITIONS

The Following Definitions are provided to aid users of this manual in understanding the terms generally used in the Georgia titling process. These definitions were taken wholly or in part from the Georgia Title Code (OCGA 40-1-1.).

CONFORMING TITLE

A title that adheres to the Federal Truth in Mileage Act by requiring declaration of mileage by seller/transferor on a “secure” document (documents printed with certain security features which deter counterfeiting and make most alterations visible to the naked eye), acknowledgment by the purchaser/ transferee, signature(s), and printed name(s). Conforming titles will have such language printed on the title, usually near the odometer declaration assignment. A conforming title also shows the odometer reading and the status of the odometer (e.g. mileage exceeds the mechanical limits of the odometer; odometer does not reflect the actual mileage, etc.) on the face of the title.

A Georgia conforming title will have a revision date of 3/88 or later and contain the language required by the Federal Truth In Mileage Act.

DEALER

A person engaged in the business of buying, selling, or exchanging vehicles who has an established place of business in this state and who is properly licensed by the Secretary of State, Used Car Board or who has a franchise from an automobile manufacturer.

FEDERAL TRUTH IN MILEAGE ACT

The Federal Truth in Mileage Act is a federal law that requires that the odometer reading of a non-exempt vehicle, at the time of ownership transfer, be declared by the seller/transferor and acknowledged by the purchaser/transferee on a document printed with security features. It requires the seller/transferor to indicate when the odometer reading does not reflect the actual mileage by checking the applicable box. Both parties must sign the transfer document and print their name(s). If a company, the company name must also be printed above the authorized signature.

IMPLEMENT OF HUSBANDRY

A vehicle designed and adapted exclusively for agricultural, horticultural, and/or livestock raising operations, or for lifting or carrying an implement of Husbandry and in either case not subject to registration if used upon highways.

LIEN

Any lien created by operation of law and not by contract or agreement with respect to a vehicle, and all liens for taxes due the United States of America, constructive notice of which is given by filing notice thereof in the office designated by state law.

LIENHOLDER

A person/company holding a lien created by operation of law on a motor vehicle.

MANUFACTURER

A person or company engaged in the manufacture of vehicles and has an established place of business.

MANUFACTURER'S STATEMENT OF ORIGIN

A manufacturer's statement of origin is a document issued by the manufacturer of the vehicle. It includes a description of the vehicle (e.g. Year model, make of vehicle, model name and/ or number, weight, etc.) and spaces for assignment on the face to the selling dealer and additional spaces on the reverse side for additional assignments. Statements of origin for motor vehicles should be printed with a "secure" process to deter counterfeiting. This document is often referred to as the vehicle's birth certificate.

MOPEDA motor-driven cycle equipped with two to three wheels, foot pedals to permit muscular propulsion, and an independent power source providing a maximum of two brake horsepower. (Georgia does not issue a tag or title on Mopeds.)

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MOTOR HOME

Motor vehicles designed, used, or maintained primarily as a mobile dwelling.

MOTOR VEHICLE

Vehicles which are self-propelled.

MOTORCYCLE

Motor vehicles having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, but excluding a tractor and moped.

MSO

Abbreviation for Manufacturer's Statement of Origin; also, Manufacturer's Certificate of Origin (MCO) which is a document issued by the manufacturer certifying the vehicle's origin. See the definition of Manufacturer's Statement of Origin on the previous page.

PENALTIES

An owner has ninety (90) days from the purchase or transfer date to apply for a Georgia title. Failure to do so will result in a \$10.00 penalty fee being assessed. If documents are not in order and have to be rejected, they must be returned to the Motor Vehicle Division or the County Tag Agent within sixty (60) days of the rejection notice or an additional \$10.00 penalty fee will be assessed.

A \$10.00 Penalty fee may be assessed when a purchase date has been changed or altered on supporting documents. To verify the purchase date, the owner may provide a copy of the canceled check (front and back) from the buyer to the seller. However, if it is determined that an application for title was not made within ninety (90) days of purchase, a \$10.00 penalty fee will still be assessed for failure to apply.

POWER OF ATTORNEY (P.O.A.)

Vehicle owners may designate someone to transact business on their behalf, by completing a power of attorney. A Power of Attorney form must be properly completed and executed. If a Power of Attorney is to be used to make application in owner's name and then transfer ownership, the owner should complete two original Power of Attorney forms. One Power of Attorney form should be used when making application on behalf of the owner. The other Power of Attorney should be retained until the title is received so

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that it may be used for the subsequent title transfer. Photocopies of a Power of Attorney form are not acceptable with the exception of a general Power of Attorney. A "limited" T-8 Power of Attorney may not always be used to transfer ownership. Refer to the definition of "Secure" Power of Attorney for additional information regarding this subject.

SECURE POWER OF ATTORNEY (FORM T-8S)

This document is printed with certain security features that deter or detect counterfeiting and/or unauthorized reproduction and should allow any alterations to be visible to the naked eye. A Secure Power of Attorney is used when the buyer/transferee is named as the attorney-in-fact and the original certificate of title has been lost or the original title is being held by a lending institution at the time of sale. These Secure Power of Attorney forms may be purchased from one of the following authorized dealer associations:

Georgia Automobile Dealers Association (G.A.D.A.)
(New Car Dealers Association)
2255 Cumberland Parkway, Building 900
Atlanta, GA 30339
Telephone Number: (770) 432-1658

Georgia Independent Automobile Dealers Association (G.I.A.D.A.)
(Used Car Dealer Association)
6903 Oak Ridge Commerce Way SW
Austell, GA 30168
Telephone Number: (770) 745-9650

SUPPORTING DOCUMENTS

Supporting documents consist of those documents which support and substantiate the information reflected on the application for title. They include such documents as a title, statement of origin, bills-of-sale, lien releases, affidavits, powers-of-attorney, etc.

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SPECIAL MOBILE EQUIPMENT (SME)

“Special mobile equipment” means every vehicle not designed or used primarily for the transportation of persons or property and only incidentally operated or moved over a highway, including but not limited to: ditch-digging apparatus, well-boring apparatus, and road construction and maintenance machinery such as asphalt spreaders, bituminous mixers, bucket loaders, tractors other than truck tractors, ditchers, leveling graders, finishing machines, motor graders, road rollers, scarifiers, earth-moving carryalls and scrapers, power shovels and drag lines, and self-propelled cranes and earth-moving equipment. The term does not include house trailers, dump trucks, truck mounted transit mixers, cranes or shovels, or other vehicles designed for the transportation of persons or property to which machinery has been attached.

TOTAL ACTUAL MILEAGE (ODOMETER):

An odometer is a device on a motor vehicle that measures the distance traveled. The odometer reading, as of date of sale or transfer, must be entered in the space provided on the title application as well as the transfer document(s). If the vehicle has mileage in excess of the mechanical limits of the odometer, check the box: "Exceeds Mechanical Limits of Odometer." If the odometer reading is **NOT** the actual mileage, check the box: "Not the Actual Mileage, Warning Odometer Discrepancy." If the odometer reading reflected on the title application or the assignment of a Georgia Title is the actual mileage, do not check either box. Some other states require you to check a box when the odometer reading is the actual mileage, but this is not the case in Georgia. Refer to odometer requirements for a list of vehicles not subject to the odometer requirements.

TRAILER

Every vehicle with or without motor power (other than a pole trailer), designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

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CUSTOMER SERVICE OPERATIONS

The Customer Service Operations of the Motor Vehicle Division is a same day Customer Service Operation and was created for the sole purpose of expediting various Motor Vehicle transactions, i.e., Certificates of Title. Other means for applying for a title are the MVD Drop-off box located in the lobby at MVD Headquarters. Applications placed in this box after 2 pm are considered received the next business day. There is no additional \$10.00 special handling fee required for title applications placed in this Drop-off Box. Another way to apply for a title is to mail or hand deliver your application to the appropriate County Tag Office or to the Motor Vehicle Division. The walk-in Customer Service Operations of the Motor Vehicle Division is located at 1200 Tradeport Boulevard, Hapeville, Georgia. An additional \$10.00 special handling fee is charged for each title application submitted through the Customer Service Operations Section for processing. This office is generally open to the public from 8:15 a.m. to 3:30 p.m. Monday through Friday (excluding holidays).

The completed processing of the following types of transactions will be done by MVD headquarters:

- Applications supported by a Certificate of Title Bond
- Applications supported by a Court Order
- Applications perfecting a judgment, tax, or child support lien
- Applications requesting a replacement serial plate
- Applications for a Salvage Title
- Applications for a Rebuilt Title

NOTE:

All types of transactions require clearance from the National Crime Information Center (NCIC) prior to title issuance. If NCIC clearance is not received, a title cannot be issued.

SPECIAL HANDLING FEES

For emergency/unusual situations, applicants may visit the Motor Vehicle Division headquarters' Walk-in Customer Service Operations located at 1200 Tradeport Blvd., Hapeville, Georgia, for special handling of their title documents. The applicant must pay an additional \$10.00 fee for this special handling. It may be unnecessary for you to visit MVD Headquarters thus saving the \$10 special handling fee.

IDENTIFICATION FOR RELEASE OF TITLE

All customers must have a valid picture I.D. in order to pick up a title or documents being returned for additional requirements. Acceptable identification includes:

1. Valid Georgia driver's license
2. Valid out-of-state driver's license for replacement titles
3. Military I.D.
4. Passport

POWER OF ATTORNEY (APPOINTED)

A Company may appoint someone to sign title applications or pick up titles on behalf of their company by submitting two (2) original Form T-19's (Affidavit for an Owner to sign for a Company, Corporation, or partnership), or Form T-19A (Affidavit to pick up a title for a Company, Corporation, or Partnership) to the Motor Vehicle Division, Attention: Title Processing, Post Office Box 740381, Atlanta, GA 30374-0381. The Motor Vehicle Division will return one of the two original powers of attorneys to the submitter. The attorney-in-fact must submit a legible copy of this power of attorney stamped showing that the original is on file with the Motor Vehicle Division with each transaction where they are acting as attorney-in-fact for the company.

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TITLE APPLICATION & INSTRUCTIONS

The Georgia Title Application (Form MV-1 or MV-1Z) is the first necessary document needed in applying for a Georgia Certificate of Title. It must always be completed in detail without changes, including pen/ink changes, strikeovers, or the use of correction fluid/tape. All title applications must be typed or computer printed with all required data entered legibly in the spaces provided. Full and accurate completion of the title application is important and helps ensure smooth and more efficient title processing without added delays.

An MV-1(MV-1Z) title application is the original form number for a title application. The application has been revised to allow for additional information for more efficient processing of tag and title transactions. The person performing a tag or title service may eliminate unnecessary keystrokes by entering the owner's driver license number. The application also allows for the title to be processed for leased vehicles with the leasing company's name and address and for the lessee's name and address to be captured at the time the license plate is issued.

INSTRUCTIONS FOR COMPLETING THE TITLE APPLICATION

A completed MV-1 title application is required to apply for a Georgia Certificate of Title. This application must be completed in detail in the owner's name(s). All applicable spaces on this application must be completed. This application must be typed or computer printed. All owners must sign this application individually. If an attorney-in-fact is signing the application for the owner, then the attorney-in-fact should sign their name as well as the owner's name on the application (e.g. John Doe by Mary Smith, attorney-in-fact).

If the application is in the name of a company, an authorized representative of the company must sign the application. The company name should be shown above the authorized signature and the person signing the application for the company should show their position with the company beside their name (e.g. President, Vice-President, Secretary, Owner, etc.).

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The MV-1 form is a single-part form; the MV-1Z form is a multi-part form. Throughout this manual we will not be referring to the title application by a form number but as a “title application”. An MV-1S is an application to apply for a “Salvage” Title.

MAKE OF VEHICLE	The manufacturer’s name of the vehicle: For example: Chevrolet, Chrysler, Ford, Toyota, etc.
YEAR MODEL	The year model assigned by the manufacturer. A year model, (1999, 1988, etc.) is the year the vehicle was manufactured.
BODY TYPE	The type of body of the vehicle. (e.g. 2-Dr, Van, Pickup, etc.)
MODEL	Model name or model number. For example: Accord, F-150, Cavalier, Mustang, etc.
PURCHASE DATE	The date of purchase or transfer must be fully recorded using Month, Day and Year (12/01/2000). The purchase date should agree with the purchase date shown on the supporting document or the title of record (when applying for a replacement title). Note: A \$10.00 penalty fee will be assessed for failure to apply for a title within 90 days of purchase or transfer date.
CYLINDERS	The number of cylinders. For example: 4,6,8, R (Rotary), etc.
FUEL TYPE	The type fuel used. For example: “G” for gasoline, “D” for diesel and “P” for propane, “E” for Electric or Hybrid
NEW/USED	The status of the vehicle. (e.g. New or Used) Enter an “N” for new or “U” for used. A vehicle is considered “new” when it has never been the subject of a sale at retail to the general public.

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CURRENT TITLE/STATE	The title number and the abbreviation of the state of issue. When applying for a replacement title, please enter the title number of the lost, stolen, or mutilated title. If the vehicle is “new” and the application is supported by a manufacturer’s statement of origin, enter “MSO”. Important: Enter the current title number rather than the previous title number shown on supporting title.
ODOMETER READING	Enter the odometer reading at the time of sale/transfer to the applicant. Do not include tenths of a mile. If the odometer reading does not reflect the actual mileage, check the appropriate box indicating why it does <u>not</u> reflect the actual mileage (“Mileage Exceeds Mechanical Limits of Odometer.” OR “Not the Actual Mileage, Warning Odometer Discrepancy.”) Important: If the odometer reading reflected <u>is</u> the actual mileage, <u>do not</u> check either box. This information should agree with the information shown on the supporting documents. As a general rule, odometer readings throughout the chain of ownership should increase in number. For applications for replacement title, Georgia law requires that the odometer reading at the time of application be shown on the application. For vehicles “exempt” from the odometer declaration, please enter the word “exempt”. Refer to section entitled Odometer Requirements for a list of vehicles where the odometer reading is not required.
OWNER’S DRIVER’S LICENSE NUMBER OR SOCIAL SECURITY NUMBER	Show all owner’s driver’s license numbers or social security numbers in order for their legal names to appear on the title.

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OWNER'S DRIVER'S LICENSE NUMBER OR SOCIAL SECURITY NUMBER	Show all owners' driver's license numbers or social security numbers in order for their legal names to appear on the title.
OWNER(S)' NAME(S)	Enter the owner(s)' legal name(s) as they appear on the supporting title/statement of origin. If an application for a replacement title, enter the owner(s)' name(s) as shown on the lost, stolen, or mutilated title. If the owner's name has changed due to marriage, refer to the section in this manual pertaining to this subject. Effective for applications submitted after 9/6/99, enter name as follows: first name, middle name or initial and last name (e.g. John E. Doe, Sr.)
OWNERS' NAMES FOR JOINTLY OWNED VEHICLES	<p>For application submitted after 9/6/99 show joint owners as follows: (1)George E. Motorist & (2)Mary Jean Motorist</p> <p><u>NOTE:</u> The word "or" cannot be used to show joint ownership of a motor vehicle in this state. The word "and" must be used when applying for a Certificate of Title for a vehicle jointly owned. Both (1) owner and (2) owner must sign their complete individual signature.</p>
OWNERS' NAMES FOR A LEASED VEHICLE	<p>Note: The lessee is not the owner of the vehicle for title. For title only transactions, show only the name and address of the leasing company. The lessee's name and address will be captured at the time of registration of the vehicle. Show owners' names as shown in this example:</p> <p style="padding-left: 40px;">Ford Motor Credit Corporation (Lessor) 129 North Street Wilmington, Delaware 59929</p>
ADDRESS OF OWNER(S)	Owner(s) complete street address must be shown including street number, name, route number and box number. Post office boxes may be reflected as a mailing address (only), but <u>only in conjunction</u> with a full street address. Applications reflecting a P.O. Box only will be rejected.

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COUNTY NUMBER	The numeric county code of the county in which the applicant resides must be typed in the space designated "County Number". A listing of the county numbers is shown at the end of this manual.
SIGNATURE(S)	<p>All Title applications must be signed. If joint owners are reflected on the title application, each owner must sign their own signature, using same name as typed. If the owner is a company, the company's name must be typed above the signature. The person signing for the company should enter their title with the company beside their signature (e.g. Owner, president, vice-president, secretary, etc.).</p> <p>If a person having Power of Attorney (P.O.A.) is signing, the appointed attorney-in-fact must sign their name, placing "P.O.A." or "attorney-in-fact" beside their signature. An authorized Power Of Attorney form must be attached to the Title Application .</p>
NAME AND ADDRESS OF PARTY FROM WHOM PURCHASED	The name and address of the party from whom the vehicle was purchased, or transferred (the seller or transferor) should be shown.
SELLING PARTY'S DEALER ID NUMBER (in the space previously provided for the Dealer's Master Dealer Tag Number)	The MVD assigned permanent customer number for the selling Georgia dealer should be entered. If sold by someone other than a licensed dealer, then this number is not needed. MVD Headquarters will issue a customer account number to all licensed dealers in this state.
NAME(S) & ADDRESS OF LIEN OR SECURITY INTEREST HOLDER*	The name and address of all Liens and Security Interest Holders must be shown in the applicable spaces on the title application . If this information is shown on the supporting document(s), then the name and address on the application must agree. Record the total number of liens or security interest holders in space provided under lien holder information.

The name(s) of all owner(s) must be reflected exactly as shown on the front of the transfer document (Previous title, MSO) or in the title assignment when transferring ownership on the reverse side of the title. If an incorrectly recorded lien is shown, then a T-4 (lien release) form must be completed by an authorized representative of the incorrectly recorded lien holder. The Certificate of Title will be printed, using the exact name as shown on the title application.

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*NOTE:

If the lien or security interest holder's address (or branch) changes, a signed and notarized statement, on letterhead stationary (reflecting the year, make and vehicle identification number of the vehicle), indicating that the bank/financial institution has moved from the address shown on the title OR the bank/financial institution requires that all titles for the branch are mailed to the address shown on the title application.

OR

A copy of merger verifying the change in name of the lien or security interest holder.

CHECK OR MONEY ORDER

A check or money order must be submitted together with the title application and supporting documents made payable to the tag agent or the Motor Vehicle Division. **DO NOT REMIT CASH!** This check or money order must be in the amount of the "total fees due". The fee for an original title is \$18. If the owner has failed to apply for a title within ninety (90) days of the purchase/transfer date, then an additional \$10 title penalty should be included in the check or money order. If the owner's application for title was "rejected" and they failed to comply with the "rejection" letter, then additional \$10 title penalty should be included in the check or money order. The fee for a replacement title is \$8. There is no charge for a title in the name of a Federal or State government agency.

MECHANIC'S LIEN

When applying for a Georgia Certificate of Title to reflect a mechanic's lien, the following forms must be completed and forwarded to the Motor Vehicle Division, Post Office Box 740381, Atlanta, Georgia 30374-0381 together after compliance with subparagraph i:

1. Title Application

Completed in detail in the titleholder's name(s). The application must be typed or computer printed in full and signed by the mechanic or mechanic's attorney.

2. Processing Fee

\$18.00 (check or money order made payable to the Motor Vehicle Division).

3. Certificate of Title Notice (Form T-53A)

- i. Completed by the mechanic or his attorney. The completed title application, Form T-53A, and processing fee must be sent "Registered Mail, Return Receipt Requested" to the titleholder. If the person holding the title is someone other than the owner, a copy of the T-53A form must be forwarded to the owner "Registered Mail, Return Receipt Requested" notifying him or her of the action taken. If these forms are hand-carried to the titleholder, a receipt for proof of delivery must be obtained.
- ii. The holder of the certificate of title should retain the Form T-53A, the title application, and fee for ten (10) days.
- iii. If the lien has not been satisfied or contested after ten (10) days, the holder must forward the certificate of title, Form T-53A, title application and fees to the Motor Vehicle Division.

LIEN OR SECURITY INTEREST HOLDER (OUT-OF-BUSINESS)

If a lien or security interest holder has gone out-of-business, a motor vehicle owner is not required to submit a release to secure a new certificate of title; however, the owner must submit a certification from the appropriate regulatory agency that indicates the lien or security interest holder is no longer in business or is unlicensed. A certified letter, return receipt requested must be sent to the last known address of the lien or security interest holder shown on our records. The returned undeliverable letter must be submitted along with the other documents for title.

This does not include individuals who are lien or security interest holders, companies who have merged with other companies and are operating under a different name, or a company not regulated by a state agency. The name and address of the majority of regulatory authorities of lending institutions used by this state include:

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STATE CREDIT UNIONS, BANKS & SAVINGS & LOAN ASSOCIATIONS

Secretary of State, Office of Banking & Finance
214 State Capitol
Atlanta, GA 30334
(404) 656-2881

USED CAR DEALERS

State Board of Registration
237 Coliseum Drive
Macon, GA 31217-3858
(478) 207-1460

NATIONAL CREDIT UNION ASSOCIATIONS

4807 Spicewood Spring Road
Austin, TX 78759
(512) 231-7900

LIEN OR SECURITY INTEREST HOLDER (OUT-OF-BUSINESS)(Continued)

The following documents must be submitted to the local county tag office or the State of Georgia Motor Vehicle Division:

- Completed Georgia Title Application (Form MV-1)
- Transfer Document
- Out-of-Business Certification from the appropriate regulatory authority
- Letter and envelope sent 'Registered Mail, Return Receipt Requested'
- A check or money order payable to the Motor Vehicle Division or County Tag Agent for the total fees due - \$18.00 original title application fee or \$8.00 Replacement Title application fee.

WHERE A LIEN OR SECURITY INTEREST IS RECORDED

For vehicles required to be titled in Georgia, a lien or security interest is perfected on a Certificate of Title.

For vehicles not required to be titled, a lien or security interest is recorded with the Clerk of the Court in the county in Georgia of the owner's legal residence under the provisions of the Uniform Commercial Code.

WHEN A LIEN OR SECURITY INTEREST IS PERFECTED

A lien or security interest in a motor vehicle is perfected as of the date of its creation (e.g. date contract signed) if the title reflecting the lien or security interest is applied for within twenty (20) days of the date of the creation date of the contract. After 20 days, either the county tag agent or MVD headquarters perfects it at the time of receipt.

DEATH OF LIEN/SECURITY INTEREST HOLDER

The heir to the lien or security interest holder's estate may complete a Lien or Security Interest Release (Form T-4) to release a lien or security interest of a deceased person. This form must be accompanied by a certified copy of the probated will, letters of administration or an Affidavit of Inheritance (Form T-20 or T-20A). If a Form T-20 or T-20A is completed, a certified copy of the death certificate must be attached. A copy of the non-probated will must accompany the T-20A affidavit.

SECURITY INTEREST

An interest in a vehicle reserved or created by agreement which secures the payment or performance of an obligation, such as a conditional sales contract, chattel mortgage, bill of sale to secure debt, deed of trust, and the like. This term includes the interest of a lessor under a lease intended as security. This is voluntary. Example: An owner obtains a loan to purchase a motor vehicle. The lending institution (e.g. Bank , credit union, etc.) would have a security interest in the vehicle.

SECURITY INTEREST HOLDER

The holder of an interest in a vehicle reserved or created by agreement and which secures payment or performance of an obligation.

SECURITY INTEREST HOLDER, AFTER ASSIGNMENT OF CONTRACT

In order for a Georgia Title to be issued reflecting a new security interest holder when the original contract has been assigned to another security interest holder by the recorded security interest holder, the following documents must be submitted to the applicable County Tag Office or MVD Headquarters:

1. Title Application (Form MV-1 or MV1Z)

Completed in detail, typed and signed by the new security interest holder in the space provided for the owner's signature. The person signing the application should also print their position with the security interest holder next to the signature (i.e. John Smith, Vice President, Smith Finance Company).

2. The Current Certificate of Title

The title in the same name as owner of record.

3. Contract

A copy of the contract between the recorded security interest holder and the applicant showing that all rights of this instrument were assigned to the new security interest holder shown on the new application. This contract must reflect a complete description of the vehicle being held for collateral (year model, make and VIN) and be signed by the owner

4. Processing Fees

\$18.00 (check or money order made payable to the Tag Agent or MVD).

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SECURITY INTEREST HOLDER (ADDITIONAL SECURITY INTEREST)

Additional security interests may be created on a vehicle that has an outstanding lien or security interest. In accordance with Georgia law, Certificates of Title are mailed to the first recorded lien or security interest holder. In order to add a security interest to the current title record, the following procedures must be followed and the required documents forwarded to the Motor Vehicle Division or the County Tag Office.

1. A Title Application must be completed in detail in the same name(s) as shown on the Georgia title of record. The names and addresses of all security interest holders must be shown in the spaces provided on the MV-1, and the application must be signed by the current owner(s).
2. A properly completed Certificate of Title Notice (Form T-53).
 - a) Completed by the new security interest holder and sent to the first recorded lien or security interest holder with the completed MV-1 and a \$18.00 check for the title fee. If someone other than the owner is holding the title, a copy of these documents must be submitted to the owner registered mail, return receipt requested.
 - b) Upon receipt of the T-53 Certificate of Title Notice, MV-1 title application and check, the titleholder should forward the title, the title application, Form T-53, and check to the Motor Vehicle Division.
3. Check or money order for the \$18 title fee made payable to the Motor Vehicle Division or the County Tag Agent.

Note: Forms and fee must be forwarded "Registered Mail, Return Receipt Requested", or personally delivered to the person/company holding the title. A receipt (e.g. signed green postal receipt, or signed receipt for personal delivery) should be retained by the "new" security interest holder

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1986 AND NEWER YEAR MODEL VEHICLES PREVIOUSLY REGISTERED IN A NON-TITLE STATE OR JURISDICTION

In order for a Georgia Certificate of Title to be issued on a 1986 and newer model vehicle that was previously registered in a state or jurisdiction where a title was not required, the following documents must be forwarded to the Motor Vehicle Division or the County Tag Office:

1. Title Application (Form MV-1)

Completed in full and signed by the applicant(s), reflecting the Georgia address of the owner(s).

2. Certification of Inspection (Form T 22-B)

Completed by Georgia law enforcement officer or a local tax commissioner after a visual inspection of the serial plate has been made.

3. Out-of-State Registration Certificate

The current out-of-state registration certificate or a certified copy of it from the issuing Motor Vehicle Division. The registration certificate must be in the applicant's name or properly assigned to the applicant. If assignment spaces are not provided on the registration certificate then the applicant must obtain a signed bill-of-sale (notarized if required by the issuing state) from the owner shown on the registration to complete the chain-of-ownership.

4. Processing Fee

\$18.00 fee. All fees must be paid by check or money order.

Notes: A title will not be issued on a 1985 and older year model vehicle coming from a Non-Title state of jurisdiction.

Notes: For vehicles purchased in Massachusetts, Mississippi, or Minnesota, a certification from the Motor Vehicle Division in that state is needed to show that the vehicle was not titled in that state.

If an application for title is supported by a Puerto Rican registration where model numbers or chassis numbers are frequently used as the vehicle identification number on the registration certificate, the Certification of Inspection (Form T-22B) should reflect the

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model or chassis number as well as the vehicle identification number. In this case, the Form MV-1 must be completed reflecting the correct vehicle identification number.

Georgia does not issue titles based on a registration certificate from a non-title State/jurisdiction for 1985 & older year model vehicle. Georgia only requires a title for 1986 and newer year model motor vehicles.

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FOREIGN DOCUMENTS

For vehicles previously registered in a “foreign” country, the following documents must be submitted to the applicable County Tag Agent or MVD Headquarters together:

1. Title Application

Application must be typed in full and signed by the applicant(s). When the applicant is a company, the company's name must be printed above the authorized signature and the authorized person must show their position with the company.

2. Registration Certificate

The original valid registration certificate issued by the country where the vehicle was last registered.

3. Bill(s)-of-Sale

Documenting a complete and correct chain-of-ownership for the vehicle. All bills-of-sale must be signed by the seller(s). Invoices are not acceptable.

4. Certification of Inspection Form (T-22B)

Completed by a Georgia law enforcement officer or the Tax Commissioner in the county after a visual inspection of the serial plate has been made.

5. Lien/Security Interest Release (Form T-4)

All liens shown on the supporting documents must be shown on the MV-1 or a properly executed lien release must be submitted.

6. Department of Transportation Safety Clearance

Proof that the vehicle complies with all federal safety standards from the U.S. Department of Transportation, Washington, D.C.

7. Processing Fee

A check or money order made payable to the County Tag Agent or the Motor Vehicle Division for the total fees due (e.g.\$18.00 title fee and any title penalties which may be due). If the title is not applied for within ninety (90) days of the Department of Transportation certification date, a \$10.00 penalty fee is due.

NOTES:

If any documents are in a foreign language, they must be accompanied by the following:

1. An English translation of the foreign documents. Blank forms for the translator's use in translating both a foreign registration certificate and foreign bill-of-sale are available upon request. These forms must be typed. Additional copies may be made if needed.

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2. A statement from the applicant for Title certifying that to the best of their knowledge, the information contained on the documents supporting the application for a Georgia title is true and correct.
3. If these documents cannot be obtained, a Georgia Certificate of Title can be issued only on the basis of a surety bond for vehicles required to be titled in this state. Refer to the section in this manual for detailed instructions for securing a title on the basis of a surety bond.

MOTOR HOME

In order for a Georgia Certificate of Title to be issued for a motor home, the following documents must be submitted to the Motor Vehicle Division or County Tag Office:

1. Title Application (Form MV-1)

Completed in detail in the same name(s) of owner(s) as shown on the Manufacturer's Statement of Origin. The application must reflect the identification number of the chassis of the vehicle and the make of the body. The application must be typed in full and signed by the owner(s).

2. Manufacturer's Statements Of Origin (MSO)

Two (2) Manufacturer's Statements of Origin must be submitted. (One Statement of Origin for the chassis and one Statement of Origin for the body of the vehicle.) Both Statements of Origin must be properly assigned to the applicant(s) and forwarded with the MV-1. This unit will be titled under the identification number of the chassis and the year model and make of the body of the motor home. If only one MSO was issued, a statement to this effect must be obtained.

3. Processing Fee

Check or money order for the total fees due (e.g. \$18.00 Title fee and any title penalties that may be due). An owner has ninety (90) days from the purchase date to apply for a title in their name to avoid being charged a \$10 penalty fee.

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CONVERSION VAN

In order for a Georgia Certificate of Title to be issued for a conversion van, the following documents must be submitted to the Motor Vehicle Division or County Tag Office:

1. Title Application

Completed in detail in the same name(s) of the owner(s) as shown on the Manufacturer's Statement of Origin. The application must reflect the identification number of the chassis of the vehicle and the make of the body. The application must be typed in full and signed by the owner(s).

2. Manufacturer's Statements Of Origin(MSO)

Two Manufacturer's Statements of Origin must be submitted (One Statement of Origin for the chassis and one Statement of Origin for the body). Both Statements of Origin must be properly assigned to the applicant(s) and forwarded with the MV-1. This unit will be titled under the identification number of the chassis and the year model and make of the body of the conversion van. If only one MSO was issued, a statement to this effect must be obtained.

3. Processing Fee

A check or money order for the total fees due (Title fee of \$18.00 plus any title penalties that may be due). An owner has ninety (90) days from the purchase date to apply for a Title to avoid being charged a \$10 penalty.

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Manufactured/Mobile Homes

All applications for the issuance of a title for “transfer” and for a “new” certificate of title to a manufactured/mobile home must be submitted to the County Tag Office where the manufactured/mobile home is to be installed.

ONE STATEMENT OF ORIGIN ISSUED BY THE MANUFACTURER WITH “ONE” MANUFACTURER’S IDENTIFICATION NUMBER:

If the manufacturer elects to issue only **one** Manufacturer’s Statement of Origin reflecting the “A” and the “B” side in the manufacturer’s identification number, only **one** certificate of title will be issued. The certificate of title will reflect the “A” and the “B” in the manufacturer’s identification number as shown on the manufacturer’s statement of origin. Other symbols may be used to specify a doublewide mobile home. They are “L” and “R” or “U” and “X”. These symbols might appear at the end of the manufacturer’s identification number or they might appear in the middle.

The following documents are to be submitted to the County Tag Office:

1. Title Application

An application completed in detail in the same name(s) of the owner(s) as shown on the assignment of origin or certificate of title. The application must reflect the “A” and “B” in the manufacturer’s identification number exactly as shown on the title or manufacturer’s statement of origin.

2. One Title or One Manufacturer’s Statement of Origin

The Statement of Origin or title must be properly assigned to the applicant(s).

3. Processing Fee(s)

A title-processing fee of \$18.00. The owner has 90 days to make application for title to avoid a late penalty fee of \$10.

• 4. Ad Valorem Taxes

Payment of ad valorem taxes. If taxes are not due or are exempt, the county tag office should so **indicate on the title application**

In lieu of the “tax exempt” or “tax paid” indicator on the title application, form PT-41 (DEALER’S STATEMENT OF SALE OF MOBILE HOME) completed by the selling dealer can be submitted.

Note: All checks must be made payable to the respective County Tag Agent.

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ONE STATEMENT OF ORIGIN ISSUED BY THE MANUFACTURER WITH “TWO” OR MORE MANUFACTURER’S IDENTIFICATION NUMBERS:

If the manufacturer elects to issue only **one** Manufacturer's Statement of Origin reflecting two or more “separate” manufacturer’s identification numbers, a certificate of title will be issued for each separate manufacturer’s identification number shown on the manufacturer’s statement of origin.

The following documents are to be submitted to the County Tag Office:

1. Title Applications

A title application must be completed for each “separate” manufacturer’s identification number shown on the manufacturer’s statement of origin. The application must be completed in detail in the same name(s) of the owner(s) as shown on the assignment.

2. One Manufacturer’s Statement of Origin - more than one manufacturer’s identification number

The Statement of Origin or certificate of title must be properly assigned to the applicant(s). Since title documents are “filmed” and numbered under the title application/separator sheet, you may make copies of the original statement of origin and attach the copy to the second (and third, if applicable) application.

3. Processing Fee(s)

A title-processing fee of \$18.00 must be submitted for **each separate** title application/separate manufacturer’s identification number. The owner has 90 days to make application for title to avoid a late penalty fee of \$10. The late penalty fee must be submitted, if due, for each title application/separate manufacturer’s identification number.

4. Ad Valorem Taxes

Payment of ad valorem taxes. If taxes are not due or are exempt, the county tag office should so **indicate on each title application.**

In lieu of the “tax exempt” or “tax paid” indicator on the title application, form PT-41 (DEALER’S STATEMENT OF SALE OF MOBILE HOME) completed by the selling dealer can be submitted.

Note: All checks must be made payable to the respective County Tag Agent.

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TWO TITLES OR TWO STATEMENTS OF ORIGIN ISSUED BY THE MANUFACTURER:

If the manufacturer elects to issue two Manufacturer's Statements of Origin, one will reflect the "A" side and one the "B" side in the manufacturer's identification number. Other symbols may be used to specify a doublewide mobile home. They are "L" and "R" or "U" and "X". Both sets of documents must be forwarded to County Tag Office together, and two titles will be issued.

1. Title Application
Two (2) title applications, one for each side, completed in detail, and signed by the owner(s).
2. Two Titles or Two Manufacturer Statements of Origin
Two (2) Statements of Origin, one for each side, properly assigned to the applicant.
3. Processing Fee(s)
A title-processing fee of \$18.00 must be submitted for **each** title application. The owner has 90 days to make application for title to avoid a late penalty fee of \$10. The late penalty fee must be submitted, if due, for each title application.
4. Ad Valorem Taxes
Payment of ad valorem taxes. If taxes are not due or are exempt, the county tag office should so **indicate on each title application**.

In lieu of the "tax exempt" or "tax paid" indicator on the title application, form PT-41 (DEALER'S STATEMENT OF SALE OF MOBILE HOME) completed by the selling dealer can be submitted.

Note: All checks must be made payable to the respective County Tag Agent.

LEASED VEHICLES

To apply for a Certificate of Title for a leased vehicle, the following documents and fees must be submitted to the applicable County Tag Office or to MVD headquarters:

1. A properly completed title application reflecting the leasing company as the owner. Certificates of Title will no longer be issued reflecting the Lessee's name. The Lessee information will be on the registration record only. If the title is to be mailed to the leasing company, the title application should show the leasing company's mailing address along with the county name in Georgia where the vehicle is based. When the vehicle is registered at the county tag office, the registration certificate will reflect the leasing company as the owner, and the lessee's name and lessee's Georgia address. The title application must be signed by an authorized representative of the leasing company. If someone other than an authorized representative of the leasing company signs the title application a power of attorney (sometimes a lease agreement includes the authority for the lessee to sign for the leasing company) must be attached authorizing this person to sign for the leasing company.
2. Statement of Title Held by Lienholder or Leasing Co. (Form T-17)
If the applicant's leasing company is holding the title in the leasing company's name, a Form T-17 (Affidavit of a Title Being Held By a Lending Institution or Leasing Company) must be completed and submitted. If a lien holder is holding the title in the leasing company's name, the complete address of the lien holder must be reflected on the T-17 affidavit and MV-1 title application. If the lessee is holding the title, then the title must be submitted in lieu of the T-17 form and registration certificate.
3. Out-of-State Registration Certificate
Reflecting the leasing company as the owner.
4. Power of Attorney or Copy of Lease Agreement
If the lessee is signing the title application in lieu of an authorized representative of the leasing company, either a power of attorney or a copy of the lease must be submitted authorizing this signing.
5. Check or Money Order for Total Fees Due
A check or money order for the total fees due (e.g. \$18 title fee, license plate fee if a

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license plate is also be applied for, any title penalties for late application, any ad valorem tax which may be due, and any license plate mailing fee, if applicable), must be remitted made payable to the Tag Agent or the Motor Vehicle Division (if title only is applied for at MVD headquarters).

MANUFACTURER'S STATEMENT OF ORIGIN SUBMITTED IN ERROR

Sometimes manufacturer's statements of origin are switched in error when several "new" motor vehicles are sold at one time. This results in titles being applied for, and sometimes issued, in the wrong owner's name.

If a title was issued in the wrong name, the following procedure must be followed to correct the error. So, we can reissue titles reflecting the vehicles as "new", in the correct owner's name.

1. Certificates of Titles

The certificates of title in question should be assigned back to the original selling dealer. All liens or security interests shown on the face of the titles should be properly released.

The original selling dealer should then complete the second assignment of title to the correct purchasing party.

2. Statement of Error

The original selling dealer must include a signed and notarized dealer letterhead statement verifying the vehicle's year, make and vehicle identification number acknowledging specific error(s) made, explaining reason for error (e.g., billing error), and stating that the vehicle was sold "new" to the owner(s) shown on the accompanying application.

3. Title Application

New title application must be completed in the purchaser's names. The new MV-1 must reflect any outstanding liens.

4. Processing Fee

A check or money order for the title fees due made payable to the County Tag Agent or to the Motor Vehicle Division (18.00 title fee plus any title penalties that may be due). An owner has ninety (90) days to apply for a title for the correct vehicle in their name without being charged a \$10 penalty for late application.

DERELICT VEHICLE

In order for a vehicle to be considered "Derelict" in accordance with Section 40-11-9 of the Official Code of Georgia Annotated, it must be left unattended; it must be appraised as having a total value of less than \$300.00; or, is valued as 50% wholesale value according to the rough section of "National Auto Research Black Book, Georgia Edition". A copy of applicable page from book must be attached. If vehicle is not valued in this publication, a written appraisal from the local law enforcement agency's auto theft section where the vehicle is located must be submitted. The vehicle must also be subject to four (4) of the following eight (8) conditions:

1. Left on private property for at least two (2) days or on public property for at least three (3) days without the owner or driver trying to recover the vehicle or without leaving a note.
2. Left for at least five (5) days without a note stating the owner's intention recovering the vehicle;
3. Left unattended because of damage, vandalism, theft or fire, and is damaged to the extent that restoration would require the replacement of one or more major component parts.
4. Vehicle has structural damage which affects the safety of the vehicle;
5. Vehicle is inoperable due to a major mechanical breakdown at the time it was left (i.e., missing engine, transmission or wheels, no coolant in the cooling system, no oil in the engine, or burnt fluid in the transmission);
6. Seven (7) or more years old;
7. Not currently tagged, or ownership cannot be verified by the State;
8. Abandoned to a wrecker service by an insurance company or the owner following

WHAT IS “NOT” A DERELICT MOTOR VEHICLE

1. A vehicle which does not have a manufacturer's vehicle identification number plate.
2. A vehicle which has been assigned a vehicle identification number plate by a state jurisdiction.

PENALTIES

1. A person who abandons a derelict motor vehicle on public or private property shall be guilty of a misdemeanor. Upon conviction, this person may be fined up to \$500.00 and shall pay all costs of having the derelict vehicle removed, stored and sold.
2. A person moving a derelict motor vehicle who does not comply with requirements or who knowingly provides false or misleading information shall be guilty of a misdemeanor.

REMOVAL OR STORAGE OF DERELICT MOTOR VEHICLES

Within seventy-two (72) hours of the vehicle's removal, the person removing or storing the vehicle must obtain the name and address of all owners from the law enforcement agency where the vehicle was located.

1. If information is unavailable through the law enforcement agency, a properly completed MV-603 (Notice of Abandoned Vehicle and Request for Information) must be mailed to the Motor Vehicle Division, Research Section, along with a \$2.00 research fee in the form of a check or money order made payable to the Motor Vehicle Division.
2. Within seventy-two (72) hours of receiving ownership information, the wrecker service must notify all owners and security interest/lien holders that the vehicle will be declared a derelict vehicle. The Motor Vehicle Division will cancel the vehicle title record, if the owner fails to respond within ten days of receipt of the notice.
3. Once the vehicle is derelict, a properly completed MV-603D must be completed and forwarded to the Motor Vehicle Division.
4. Report of and surrender of license plate (Form T-158) must also be forwarded to the Motor Vehicle Division. If the vehicle does not have a license plate, Form T-158 is still required.

SALE OF DERELICT MOTOR VEHICLES

1. A derelict motor vehicle may be sold to a person, who scraps, dismantles or demolishes motor vehicles for scrap or parts only. A derelict motor vehicle is not to be rebuilt. A derelict motor vehicle is not to be sold to the general public.
2. A derelict motor vehicle must be photographed prior to sale. The photograph, appraisal and notice to the Motor Vehicle Division must be retained for three (3) years after the disposition of the vehicle.
3. A person selling a derelict motor vehicle must notify the Motor Vehicle Division of the disposition of the vehicle. The MVD must cancel the title for this vehicle and will not a issue rebuilt or a salvage title.

VEHICLES DAMAGED IN SHIPMENT & DISCLAIMED BY THE MANUFACTURER

When a “new” vehicle has been damaged in shipment, fire, or by water/flood, the vehicle’s serial plate is usually removed, and the vehicle is disclaimed by the manufacturer. The manufacturer usually withholds the issuance of a Statement of Origin. Therefore, the only way the Motor Vehicle Division will issue a title is on the basis of a surety bond. The vehicle must pass a Georgia Motor Vehicle Inspection prior to the issuance of a title or license plate. To apply for a Georgia Certificate of Title for such a vehicle, the following documents must be forwarded to MVD headquarters at the following address: Attention: Salvage Section Motor Vehicle Division, Post Office Box 740384, Atlanta, Georgia 30374-0384.

1. Title Application

Typed in full and signed by the applicant in the same name (s) as the principal on the Certificate of Title Bond (Form MV-46).

2. Certificate of Title Bond (Form MV-46)

Completed and executed by an insurance company who is licensed to issue surety insurance in this state. The bond must be in the amount of the average retail value of the vehicle according to the valuation of property listed in the Motor Vehicle Ad Valorem Assessment Manual. The Form MV-46 must be signed by an authorized representative of the insurance company, the principal and by a witness.

3. Power-of-Attorney

A power-of-attorney from the insurance company, authorizing their agent to execute the MV-46 on behalf of their company must be submitted.

4. Affidavit (Form MV-46A)

Completed by the applicant, explaining why a bond is being submitted in lieu of the Manufacturer’s Statement of Origin. The MV-46A must be signed by the applicant and his or her signature notarized.

5. Labor Statement and Parts Certification (Form T-129)

A signed and notarized Labor & Parts Certification Form (T-129) completed by the owner of the vehicle.

6. Parts Bills

Bill(s) of sale made out to the rebuilder, listing each part used in repairing the vehicle. These bill (s) of sale must indicate whether the part was “new” or “used”. The stock number or part number must be shown along with the part name, if the part is “new”. If the part is “used”, the serial number of the parts vehicle it was taken from must be shown. Each parts bill of sale must be signed with the full signature of the seller.

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7. Missing Serial Plate Affidavit (Form T-128)

A missing serial plate affidavit must be completed and submitted.

8. A Request for Inspection (Form T-22R)

A Request for Inspection (Form T-22R Form) must be completed and submitted requesting an inspection of this vehicle

9. Any available ownership papers.

Any other available ownership papers must be submitted.

10. Processing Fees

A check or money order for the “total” fees due made payable to the Motor Vehicle Division (\$68.00 that includes the \$18.00 title fee and the \$50.00 inspection fee). Fees must be paid by check or money order and made payable to the Motor Vehicle Division.

Note:

If the vehicle requires more than two (2) inspections by the Motor Vehicles Inspection Section, an additional \$50.00 inspection fee will be charged for each inspection thereafter.

Upon receipt of properly executed documents and fees, the Motor Vehicle Division will schedule an inspection of the vehicle.

Note: Vehicles with flood/water damage will be branded Flood Damaged vehicles. Vehicles incurring fire damage will be labeled Fire Damaged.

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DUNE BUGGY

In Order for a Georgia Certificate of Title to Be Issued for a Homemade Dune Buggy, the following documents must be forwarded to the Motor Vehicle Division, Attention: Salvage Section, Post Office Box 740384, Atlanta, Georgia 30374-0384:

1. Title Application (MV-1)
Completed in detail, typed in full in the rebuilder's name and signed exactly as typed.
2. Transfer Document
The current certificate of title for the used vehicle must be in the applicant's name or properly assigned to the applicant.
3. Serial Plate
The serial plate from the parts vehicle. A Georgia assigned serial plate number will be assigned to be affixed to the frame of the dune buggy.
4. Bills of Sale
Bill(s) of sale made out to the rebuilder, listing each part used in repairing the vehicle. These bill (s) of sale must indicate whether the part was "new" or "used". The stock number or part number must be shown along with the part name, if the part is "new". If the part is "used", the serial number of the parts vehicle it was taken from must be shown. Each parts bill of sale must be signed with the full signature of the seller.
5. Form T-22R
A completed Form T-22R requesting an inspection of this vehicle by the Motor Vehicle Inspection Section.
6. Labor and Parts Certification (Form T-129)
A signed and notarized Labor Parts Certification (Form T-129) completed by the owner of the vehicle.
7. Processing Fees
A check or money order for the "total" fees due made payable to the Motor Vehicle Division (\$68.00 that includes the \$18.00 title fee and the \$50.00 inspection fee). Fees must be paid by check or money order and made payable to the Motor Vehicle Division.

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Note:

If the vehicle requires more than two (2) inspections by the Motor Vehicles Inspection Section, an additional \$50.00 inspection fee will be charged for each inspection thereafter

The MVD will issue two (2) serial plates (assigned & rebuilt) showing the Georgia assigned identification number. The rebuilt plate **MUST** be affixed to the left doorpost and the Georgia assigned number to the frame. When the inspection by the Inspection Section determines that the vehicle meets all state requirements, they will authorize the issuance of a certificate of title in the applicant's name.

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KIT VEHICLE

In order for a Georgia Title to be Issued for a vehicle built from a kit, the following documents and fees must be submitted to MVD headquarters at the following address: ATTN.: Salvage Section, Motor Vehicle Division, Post Office Box 740384, Atlanta, Georgia 30374-0384. Upon receipt of all properly executed documents and required fees, a copy of all documents and the T-22R form will be forwarded to the MVD Inspection Section requesting an inspection of the vehicle. If more than two inspections are required, an additional \$50.00 fee is charged for each additional inspection needed. If the Inspection Section determines that the vehicle has been properly rebuilt, they will authorize the issuance of a certificate of title.

1. Title Application

Typed in full in the applicant's name and signed by the applicant.

2. Manufacturer's Statement of Origin (MSO)

Manufacturer's Statement of Origin or current Certificate of Title must be submitted for the frame of this vehicle. This document must be issued in the applicant's name (s) or properly assigned to the applicant(s).

3. Serial Plate

The serial plate from the frame of this vehicle.

4. Statement of Origin

The statement of origin for the kit properly assigned to the applicant(s) must be submitted.

5. Labor and Parts Certification

A signed and notarized Labor and parts Certification (Form T-129) from the person who built this vehicle stating that they did the labor must be submitted.

6. Bills of Sale

Bill(s) of sale made out to the rebuilder, listing each part used in repairing the vehicle. These bill (s) of sale must indicate whether the part was "new" or "used". The stock number or part number must be shown along with the part name, if the part is "new". If the part is "used", the serial number of the parts vehicle it was taken from must be shown. Each parts bill of sale must be signed with the full signature of the seller.

7. Form T-22R

A T-22R form must be submitted requesting a inspection of this vehicle by the Motor Vehicle Inspection Section.

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8. Processing Fees

A check or money order for the “total” fees due made payable to the Motor Vehicle Division (\$68.00 that includes the \$18.00 title fee and the \$50.00 inspection fee). Fees must be paid by check or money order and made payable to the Motor Vehicle Division.

Note:

If the vehicle requires more than two (2) inspections by the Motor Vehicles Inspection Section, an additional \$50.00 inspection fee will be charged for each inspection thereafter

NOTES:

1. The vehicle must not be painted until after it has passed the MVD inspection.
2. The year model of this vehicle will be the year that the vehicle was built. The make of this vehicle will be the trade name of the kit vehicle (i.e. Bradley GT, Gazelle, etc.). The model name of the vehicle will be the model shown on the Manufacturer's Statement of Origin for the kit (i.e. Replica of a 1929 Mercedes Benz).
3. MVD will issue two (2) serial plates (rebuilt and reassigned) in addition to the serial plate issued with the kit. The plates will reflect the same vehicle identification number as shown on the serial plate issued with the kit. The rebuilt serial plate must be affixed to the left doorpost and the plate with the reassigned number issued by the Motor Vehicle Division must be affixed to the frame.
4. Upon receipt of all properly executed documents and the required fees, the Motor Vehicle Division will forward a copy of all documents and the T-22R requesting an inspection of this vehicle to the Motor Vehicle Inspection Section for an inspection to be made. If more than two inspections are required, an additional \$50.00 fee is charged by the Motor Vehicle Inspection Section for each additional inspection required.
5. If this inspection by the Motor Vehicle Inspection Section determines that the vehicle has been properly rebuilt, they will authorize the Motor Vehicle Division to issue a certificate of title. Upon receipt of this authorization from the Motor Vehicle Inspection Section, a certificate of title will be issued and mailed to the applicant or security interest holder, if one is shown on the title application.

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6. If any parts used to build this kit vehicle are taken from another vehicle, the title to that vehicle must be submitted to this office or a letter of verification must be submitted from the state that is holding the title.

GLIDER KIT

A Glider Kit is a new tractor cab and tractor front axle used to replace a wrecked or retired cab and front axle. In order for a Georgia Certificate of Title to be issued for a vehicle remodeled from a glider kit, the following documents must be submitted to the Motor Vehicle Division, Attention: Salvage Section, Post Office Box 740384, Atlanta, Georgia 30374-0384

1. Title application
Completed in detail, typed in full and signed by the applicant.
2. Manufacturer's Statement of Origin
The Manufacturer's Statement of Origin for the Glider Kit, properly assigned to the applicant. The vehicle identification number on the Glider Kit will be the new identifying number under which the new title will be issued.
3. Certificate of Title
The current certificate of title, or manufacturer's statement of origin must be submitted (in the applicant's name or properly assigned to the applicant) for the wrecked unit.
4. Serial Plate
The serial plate from the wrecked unit must be removed and submitted.
5. Labor and Parts Certification (Form T-129)
A signed and notarized Labor and Parts Certification (Form T-129) completed by the owner of the vehicle.
6. Form T-22R
A T-22R requesting an inspection of this vehicle by the Motor Vehicle Inspection Section.
7. Processing Fees
A check or money order for the "total" fees due made payable to the Motor Vehicle Division (\$68.00 that includes the \$18.00 title fee and the \$50.00 inspection fee). Fees must be paid by check or money order and made payable to the Motor Vehicle Division.

Note:

If the vehicle requires more than two (2) inspections by the Motor Vehicles Inspection Section, an additional \$50.00 inspection fee will be charged for each inspection thereafter

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MOTORCYCLE REBUILT WITH CUSTOM FRAME

When a Motorcycle is rebuilt with a Custom Frame (homemade), the serial plate must be affixed to the frame. Application for title must be made to the Motor Vehicle Division, Attention: Salvage Section, Post Office Box 740384, Atlanta, Georgia 30374-0384, and the following documents must be submitted:

1. Title Application

Completed in detail, typed in full in the owner's name and signed exactly as typed.

2. Two (2) Transfer Documents are required

- The Certificate of Title or Manufacturer's Statement of Origin for the "frame" of the motorcycle; and
- The Certificate of Title for the motorcycle the engine was taken from or the Manufacturer's Statement of Origin for a new engine "crank shaft".

3. Bill of Sale

Bill(s) of sale made out to the rebuilder, listing each part used in repairing the vehicle. These bill (s) of sale must indicate whether the part was "new" or "used". The stock number or part number must be shown along with the part name, if the part is "new". If the part is "used", the serial number of the parts vehicle it was taken from must be shown. Each parts bill of sale must be signed with the full signature of the sell

4. Labor and Parts Certification (Form T-129)

A signed and notarized Labor and Parts Certification (Form T-129).

5. Form T-22R

A T-22R requesting an inspection of this vehicle by the Motor Vehicle Inspection Section.

6. Processing Fees

A check or money order for the "total" fees due made payable to the Motor Vehicle Division (\$68.00 that includes the \$18.00 title fee and the \$50.00 inspection fee). Fees must be paid by check or money order and made payable to the Motor Vehicle Division.

Note:

If the vehicle requires more than two (2) inspections by the Motor Vehicles Inspection Section, an additional \$50.00 inspection fee will be charged for each inspection thereafter

NOTE: REGARDING HARLEY DAVIDSON'S:

1. Additional requirements are necessary when rebuilding a Harley-Davidson motorcycle. See the following information:
2. Harley-Davidson motorcycles prior to 1969 models had no frame vehicle identification number, therefore, this motorcycle would be titled under the engine number. Harley-Davidson motorcycles starting with 1969-year models have a vehicle identification number on the frame and the same number on the engine. The motorcycle will be titled under the frame number and if the engine is replaced, a Georgia replacement serial plate will be issued to match the vehicle identification number of the frame to be placed on engine.
3. When rebuilding a Harley-Davidson and the engine casing is replaced and the casing was made by the Harley-Davidson manufacturer, the engine will have the same vehicle identification number.
4. When rebuilding a Harley-Davidson and the engine casing is replaced from a used motorcycle, it will not match the frame. Therefore, a Georgia replacement serial plate will be issued to match the frame.
5. When rebuilding a Harley-Davidson motorcycle and the engine casing is from a California Manufacturer, the vehicle identification number will not match and a Georgia replacement serial plate will be issued to match the frame.

SALVAGE VEHICLES

You Must Apply For a Certificate of Title For Salvage Vehicles Within (30) Days of the purchase or acquisition of the motor vehicle, or within thirty (30) days of a "total loss claim" payment. A motor vehicle becomes a "salvage motor vehicle" when the following events have taken place:

1. The vehicle has been damaged to the extent that its restoration to an operable condition would require the replacement of two or more major component parts.
2. An insurance company has paid a "total loss" claim and the vehicle has not been repaired. This does not include any stolen motor vehicle that has been recovered with the manufacturer's vehicle identification number plate intact, regardless of the extent of damage to such a vehicle or the number of major component parts required to repair the vehicle. Also, it does not include stolen vehicles that have been recovered:
 - i. undamaged
 - ii. with cosmetic damage only, or
 - iii. damaged to the extent that restoration to an operable condition will not require the replacement of two or more major component parts.
3. It is an imported motor vehicle that has been damaged in shipment and disclaimed by the manufacturer as a result of the damage, has never been subject to a retail sale to a consumer, and has never been issued a certificate of title.

The term **salvage motor vehicle** shall not include any motor vehicle for which a total loss claim has been paid when vehicle has sustained only cosmetic damage from causes other than fire or flood.

NOTE: Major component part means any one of the following subassemblies of a motor vehicle:

1. Front clip assembly (fenders, grille, hood and bumper)
2. Rear clip assembly (quarter panels and floor panel assembly)
3. Engine and transmission
4. Top assembly, with the exception of soft-tops;
5. Frame, or
6. Complete side (fenders, door(s), and quarter panel)

There are usually two situations for which an application for a Salvage Title can be made when there is a total loss claim payment: (1) application when owner retains vehicle, and (2) application when insurance company retains vehicle. When applying for a title, all necessary documents must be forwarded to MVD, headquarters at the following address: Attention: Salvage Section, Motor Vehicle Division, Post Office Box 740384, Atlanta, Georgia 30374-0384:

TOTAL LOSS CLAIM, OWNER RETAINS VEHICLE

When the owner retains the salvage vehicle as a result of a “total loss” claim being paid, an application for a salvage title must be made by the insurance company **before** the payment of the “total loss” claim.

1. Salvage Title Application (MV-1S)
A properly completed MV-1S application (typed and signed) in the owner's name.
2. Transfer Document
The Georgia Title in the insured's name (if available), the MSO, or the out-of-state title (in the applicant's name or properly assigned to the applicant). If an application for a replacement title is being made, then the “replacement” block on the top left-hand corner of the MV-1S must be checked.
3. Lien/Security Interest Release (Form T-4)
A T-4 (lien or security interest release) form for all satisfied liens or security interests if not released in the spaces provided on the title.
4. Form T-56
A properly completed T-56 (Notice to Owner - Payment of Total Loss Claim) signed by the insured and signed by an agent of the insurance company.
5. License Plate
The license plate (except out-of-state license plates or specialized plates that remain with the vehicle's owner) with a completed Report of and/or Surrender of Georgia License Plate (form T-158) or submit a completed T-158 form signed by an authorized Motor Vehicle Agent.

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6. Processing Fees

A check or money order for the “total” fees due made payable to the Motor Vehicle Division (\$68.00 that includes the \$18.00 title fee and the \$50.00 inspection fee). Fees must be paid by check or money order and made payable to the Motor Vehicle Division.

SALVAGE VEHICLE – 10 YEARS OLD

For ten-year (10) or older model vehicles, the insurance company is not required to make application prior to paying a “total loss” claim, if the title is not available at the time of settlement. However, the owner has thirty (30) days from the date of settlement to obtain the title and apply for a salvage title. In this case the insurance company must obtain:

1. Georgia license plate (except specialized license plates that remains with the vehicle owner),
2. Copy of tag registration for surrender to the MVD,
3. Report of and/or Surrender of Georgia License Plate (Form T-158), *and*
4. Insurance Notification (Form T-56).

These forms must be forwarded prior to paying a total loss claim. The owner should retain a copy of the tag registration certificate for their records.

TOTAL LOSS CLAIM, INSURANCE COMPANY RETAINS VEHICLE

1. Title Application (MV-1S)

A properly completed MV-1S application (typed and signed by authorized representative of the insurance company). THE MV-1S APPLICATION CANNOT BE USED TO APPLY FOR A STOLEN/UNRECOVERED TITLE OR A STOLEN/RECOVERED UNDAMAGED TITLE.

2. Certificate of Title

The title must be properly assigned to the insurance company with all recorded liens or security interests properly released.

3. Processing Fees

\$18.00 (check or money order made payable to the Motor Vehicle Division).

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Rules To Remember

1. If the owner retains the vehicle, the license plate is surrendered.
2. If the insurance company takes possession of the vehicle, then the owner retains the license plate.

If a total loss salvage claim has been paid on a vehicle, the owner can keep either the plate OR the vehicle but NOT BOTH.

NOTE: License Plate - If the insurance company takes possession of the vehicle, the Georgia license plate may be retained by the vehicle owner for transfer to another vehicle which he or she may acquire

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SCRAP, DISMANTLED OR DEMOLISHED VEHICLE

In accordance with O.C.G.A. Section 40-3-36, any registered owner or authorized agent of a registered owner who in any manner sells or disposes of any motor vehicle as scrap metal or parts only, or who scraps, dismantles, or demolishes a motor vehicle, must complete the following:

1. Mail or deliver the Certificate of Title and the Georgia License Plate to the Motor Vehicle Division within seventy-two (72) hours. The title should be in your name or properly assigned to you.
2. Attach a letter containing a complete description of the vehicle (make of vehicle, year model and vehicle identification number). The letter must be signed and reference the disposition of the vehicle (e.g., vehicle demolished, sold for parts only, etc.)
3. A completed T-158 form (Report of and/or Surrender of Georgia License Plate) along with the license plate.

These items must be mailed together to the Motor Vehicle Division, Post Office Box 740384, Atlanta, Georgia 30374-0384, or they may be delivered to 1200 Tradeport Boulevard, Hapeville, Georgia, during business hours, window "1" or "2".

Verification of receipt of the title(s) will be provided if an extra copy of the letter asking for cancellation is provided along with a stamped self-addressed envelope.

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SALVAGE TITLE ON A VEHICLE THAT HAS NOT BEEN REBUILT

In order to transfer a salvage title on a vehicle that has not been rebuilt, the following procedures must be met and the necessary documents forwarded to the Motor Vehicle Division, Attention: Salvage, P. O. Box 740384, Atlanta, GA 30374-0384.

1. Title application completed in detail, typed and signed without strikeovers or alterations. If the applicant is a company, the company's name must be shown above the authorized signature. NOTE: Every Georgia owner of this vehicle, other than a licensed dealer, must title the vehicle in their name before transferring.
2. Salvage Title: Original Salvage Certificate of Title properly assigned to the applicant.
3. T-22R: If the applicant is not a licensed rebuilder (see note below), a T-22R form must be completed. The T-22R form must include the exact location of the vehicle and the name and telephone number (including the area code) of the person to contact regarding the inspection of this vehicle by a representative of the Motor Vehicle Inspection Team.
4. Title Fee/Inspection Fee: A certified check or money order made payable to the Georgia Motor Vehicle Division in the amount of \$68.00. DO NOT SEND CASH. NOTE: The title fee is \$18.00, and the inspection fee is \$50.00. Inspection fee is not needed if the vehicle has not been rebuilt and the applicant is a licensed rebuilder.
5. A check or money order for the "total" fees due made payable to the Motor Vehicle Division (\$68.00 that includes the \$18.00 title fee and the \$50.00 inspection fee). Fees must be paid by check or money order and made payable to the Motor Vehicle Division.

NOTE:

If the vehicle requires more than two(2) inspections by the Motor Vehicle Inspection Section, an additional \$50.00 inspection fee will be charged for each inspection thereafter.

NOTE: Only licensed rebuilders or dealers are allowed to transfer a Georgia "Salvage" Certificate of Title in their name without the vehicle first being inspected by the Motor Vehicle Inspection Section.

SALVAGE TITLE ON A REBUILT VEHICLE

After you obtain a "Salvage" Certificate of Title and rebuild or have someone rebuild the vehicle for you, you must apply for a "Rebuilt" Certificate of Title. To apply for a "Rebuilt" Certificate of Title, the following documents must be forwarded together to: Attention: Salvage, Motor Vehicle Division, Post Office Box 740384, Atlanta, Georgia 30374-0384.

IMPORTANT: The vehicle is not to be painted until after it has been inspected and has passed the Inspection by the Motor Vehicle Inspection Section.

1. One or more pictures of the motor vehicle in its salvaged condition.
2. A completed title application, typed and signed by the applicant (s).
3. The "salvage" Certificate of Title issued in the applicant's name or properly assigned to applicant. NOTE: Every Georgia owner other than a licensed dealer is required to title the vehicle in their name before transfer of title.
4. A T-22R form (Request for Inspection of a Rebuilt Motor Vehicle) must be completed and submitted.
5. A T-129 (Labor and Parts Certification) completed, signed by the owner and signature notarized.
6. Bill(s) of sale made out to the rebuilder, listing each part used in repairing the vehicle. These bill (s) of sale must indicate whether the part was "new" or "used". The stock number or part number must be shown along with the part name, if the part is "new". If the part is "used", the serial number of the parts vehicle it was taken from must be shown. Each parts bill of sale must be signed with the full signature of the seller.
7. Processing Fees

A certified check or money order for \$68.00 made payable to the Motor Vehicle Division for payment of the title fee (\$18.00) and the inspection fee (\$50.00)

A check or money order for the "total" fees due made payable to the Motor Vehicle Division (\$68.00 that includes the \$18.00 title fee and the \$50.00 inspection fee). Fees must be paid by check or money order and made payable to the Motor Vehicle Division.

NOTE:

If the vehicle requires more than two(2) inspections by the Motor Vehicle Inspection Section, an additional \$50.00 inspection fee will be charged for each inspection thereafter.

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NOTE: This vehicle must pass an inspection by the Motor Vehicle Division Inspection Section before a new Certificate of Title or a license plate will be issued.

When the properly executed title application, supporting documents, and fees have been received and are in order, the Motor Vehicle Inspection Section will be notified for an inspection to be made of the vehicle. If this vehicle passes an inspection, the inspectors will authorize the issuance of a Georgia Certificate of Title (e.g. "rebuilt" or without restrictions, based on the number of major component parts used to restore this vehicle).

IMPORTANT NOTICE:

If a Rebuilder rebuilds more than three (3) vehicles per calendar year, they must register as a rebuilder with the Secretary of State's Office. When the Motor Vehicle Inspection Team notifies this office that an unlicensed rebuilder has rebuilt more than three (3) vehicles in a calendar year, the Motor Vehicle Division will not issue another Certificate of Title to this rebuilder until the rebuilder becomes a licensed rebuilder.

If it is determined upon the inspection of the vehicle that the vehicle is not in full compliance with the law, the Motor Vehicle Division may order additional corrective repairs to such vehicle as a condition of issuance of a certificate of title.

If after an initial inspection of a Motor Vehicle, it is determined that the damage is so extensive that returning the vehicle to a safely-operable condition is impossible, the Certificate of Title shall be revoked and such vehicle may be used only for scrap or parts.

INSPECTIONS ON OUT-OF-STATE VEHICLES

Any motor vehicle for which the current out-of-state Certificate of Title is marked "Salvage," "Rebuilt," "Restored," or any similar such phrase must be inspected by the Motor Vehicle Inspection Team. Any vehicle which has been declared as "non-rebuildable" will not be titled in the State of Georgia.

Note: If the out-of-state title's legend or brand, indicates vehicle was rebuilt in another state; parts bills of sale and the T-129 form (Labor and Parts Certification) are not needed.

REPLACEMENT SERIAL PLATE

To secure a replacement serial plate from the Motor Vehicle Division for a vehicle where the original serial plate issued by the manufacturer is missing or is altered, the following documents should be forwarded to Attention: Salvage, Motor Vehicle Division, Post Office Box 740384, Atlanta, Georgia 30374-0384:

1. A completed title application, typed reflecting the original serial number of the vehicle (when known), and signed by the owner(s).
2. The original Certificate of Title or Manufacturer's Statement of Origin, issued in the applicant's name or properly assigned to the applicant.
3. A completed Missing Serial Plate Affidavit (Form T-128) indicating the missing serial plate number. (If the serial plate has been altered, it must be removed and submitted.)
4. The title fee of \$18.00. DO NOT SEND CASH. Make the check or money order payable to the Motor Vehicle Division.

NOTE: If the vehicle is a "Salvage Vehicle" please comply with the procedures in this manual for securing a "Rebuilt Title" after the vehicle has been rebuilt. At that time, the Motor Vehicle Division will issue a Replacement Serial Plate.

STOLEN-UNRECOVERED VEHICLES

In compliance with Georgia Law, insurance companies are required to obtain a certificate of title in their own name for stolen/unrecovered vehicles for which they have settled a “total loss” claim. They must apply for the title for the stolen vehicle within fifteen (15) days of the date of the claim settlement. If application is made by an insurance company and there is an Abandoned Vehicle notation in our file records, the application will be rejected. The rejection notice will inform the insurance company of the name of the authority that reported the abandoned motor vehicle. The insurance company should contact the reporting authority.

To apply for a “Stolen/Unrecovered” certificate of title, the insurance company must comply with the following and submit the appropriate documents:

1. Title Application
A completed title application in the insurance company’s name (typed and signed by an authorized agent of the insurance company).
2. Transfer Documents
The valid certificate of title in the insured’s name (properly assigned to the insurance company). Any security interests recorded on the title must be released.
3. Letter from the Insurance Company
A letter from the insurance company requesting a “Stolen/Unrecovered” Certificate of Title. The letter must indicate when and where the vehicle was stolen.
4. Processing Fee
\$18.00 (check or money order).

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STOLEN RECOVERED UNDAMAGED VEHICLES WITH SERIAL PLATE INTACT

For vehicles which have been stolen and recovered with the serial plate intact, and is (1) undamaged, (2) has cosmetic damage only, or (3) the restoration of the vehicle would require the replacement of no more than one major component part, the following documents must be forwarded to the Motor Vehicle Division, ATTENTION, Salvage Section, Post Office Box 740384, Atlanta, Georgia 30374-0384.

1. Title Application

A properly completed title application (not a MV-1S) in the current owner's name.

2. Stolen/Unrecovered Certificate of Title

The current stolen/unrecovered certificate of title in the insurance company's name, properly assigned to the applicant.

3. Report of and/or Surrender of Georgia License Plate (T-158)

The license plate; registration certificate; and a completed Report of and/or Surrender of a Georgia License Plate. The T-158 form must be completed even when there is no license plate on the vehicle.

4. Statement from Insurance Company

A signed statement on the insurance company's (see Example III-7A) letterhead stationery documenting:

- A. When and where the vehicle was stolen;
- B. When and where the vehicle was recovered;
- C. The condition of the vehicle at the time of recovery, listing any damages at the time the vehicle was recovered.
- D. If the serial plate was intact at the time of recovery; this needs to be indicated in the insurance company's statement.

5. Processing Fee

\$18.00 (check or money order made payable to the Motor Vehicle Division).

NOTES:

1. If the motor vehicle was recovered stripped and involves any of the following stripped parts, an inspection of the stolen-recovered vehicle will be required:
 - a. Substantially all its interior parts
 - b. Engine
 - c. Transmission
 - d. All doors
 - e. Complete soft top assembly including roof mechanism
 - f. Front clip assembly (fenders, hood, and bumper); or,
 - g. Cab and bed of a pick-up truck.
2. If the damage to the vehicle would require the replacement of two or more major component parts to restore, or the vehicle was recovered in stripped condition, an application for a Rebuilt Certificate of Title must be made.
3. Purchasers of stolen-recovered vehicles are required to account for parts used to rebuild the vehicle. These purchasers must show proof of all parts (including interior parts) required to repair these recovered vehicles.

MOTOR VEHICLE DIVISION MANUAL

REBUILT VEHICLES, A TITLE IS NOT REQUIRED

In order to obtain a License Plate on a vehicle “rebuilt” not requiring a title the following documents and fee must be forwarded to the attention: Salvage Section, Motor Vehicle Division, Post Office Box 740384, Atlanta, Georgia 30374-0384.

IMPORTANT: The vehicle is not to be painted until after it has been inspected and has passed the inspection by the Motor Vehicle Inspection Section.

1. One or more pictures of the motor vehicle in its salvaged condition.
2. The “salvage” Certificate of Title (if available) issued in the current owner’s name or properly assigned to the current owner or other proof of ownership. For example, a bill of sale or the registration in the owner’s name or assigned to the owner.
3. A T-22R form (Request for Inspection) must be completed and submitted.
4. A T-129 (Labor and Parts Certification) completed, signed by the owner and rebuilder with signatures notarized.
5. Bill(s) of sale made out to the rebuilder, listing each part used in repairing the vehicle. This bill(s) of sale must indicate whether the part was new or used. The stock number or part number must be shown along with the part name, if the part is new. If the part is used, the serial number of the parts vehicle it was taken from must be shown. Each parts bill of sale must be signed with the full signature of the seller.
6. A check or money order for \$50 (inspection fee) made payable to the Motor Vehicle Division.

Upon receipt of the properly executed documents and fee, the Motor Vehicle Inspection Section will be notified for an inspection to be made of the vehicle. If the vehicle passes inspection, the inspectors will authorized the issuance of a License Plate.

NOTE:

If the vehicle requires more than two (2) inspections by the Motor Vehicle Inspection Section, an additional \$50.00 inspection fee will be charged for each inspection thereafter.

BANKRUPTCY

In order for a Georgia Certificate of Title to be issued on a vehicle after an owner has filed bankruptcy, the following documents must be forwarded to the Motor Vehicle Division or the County Tag Office:

1. Title Application
Must be completed in full and signed by the applicant.
2. Judge's Trustee Appointment
The Referee's (Judge's) Appointment of the Trustee (usually an attorney).
3. Bill of Sale
The Trustee's bill of sale: It must be signed by the Trustee and reflecting a complete description of the vehicle (year model, make of vehicle and vehicle identification number).
4. Transfer Document
Manufacturer's Statement of Origin, (Georgia Title, if available) or out-of-state title.
5. Certificate of Inspection (Form T-22B)
A Form T-22B must be completed by a Georgia law enforcement officer after a visual inspection of the vehicle's identification number. (Note: Form T-22B is not required if there is a Georgia Title on record, or a MSO or out-of-state title is submitted)
6. Lien/Security Interest Release Form (T-4)
To remove any liens shown on our records.
7. Processing Fee
\$18.00 (check or money order).

SURETY BOND

When the proper supporting documents required by law for the issuance of a certificate of title on a motor vehicle (that is required to be titled in this State) cannot be obtained, a certificate of title may be obtained on the basis of a surety bond. If it becomes necessary to title on the basis of a surety bond, the following procedures must be followed:

1. Title Application

The application must be completed in full and signed by the applicant(s), reflecting the same name shown as the Principal on the Certificate of Title Bond (Form MV-46).

2. Certificate of Title Bond (Form MV-46)

Must be executed by an insurance company licensed to do business in the State of Georgia. The bond must be in the amount determined by the valuation of property listed in the Motor Vehicle Ad Valorem Assessment Manual. Note: The MV-46 form must be signed by the principal and the agent for the insurance company. These signatures are required to be witnessed (attested).

3. Affidavit for Certificate of Title Bond (Form MV-46A)

The reason why a bond is necessary must be typed on this form. Form MV-46A must be in the same name(s) as reflected on Form MV-46. This form must be signed by the applicant(s) and signature(s) must be notarized.

4. Power-of-Attorney

Completed by the insurance or bonding company, authorizing the agent to issue the title bond for the insurance or bonding company.

5. Certification of Inspection (Form T-22B)

Must be completed by a Georgia law enforcement officer after a visual inspection of the vehicle's serial plate has been made. Valid title may be submitted in lieu of Form T-22B.

6. Ownership Support Documents

Any available ownership documents (bill-of-sale, title, certificate of registration, etc).

7. Lien or Security Interest Release (Form T-4)

To remove any liens or security interest shown on our records.

8. Processing Fee

\$18.00 (check or money order).

The Georgia title must be issued within six (6) months of the date of the bond. The minimum bond amount acceptable is \$100.00, even if the vehicle's value is less than \$100.00. For verification of the bond amount, the insurance company may contact (404) 362-6482 or 362-6483.

Exclusions:

A certificate of title bond cannot be obtained to secure a Georgia Certificate of Title for an abandoned vehicle or a vehicle which is a 1985-year model or older. A certificate of title for an abandoned vehicle must be obtained pursuant to the abandoned motor vehicle procedures. A surety bond cannot be obtained for vehicles not required to be titled in the State of Georgia (e.g., mopeds or boat trailers).

ABANDONED MOTOR VEHICLES

In order for a Georgia Certificate of Title to be issued on an abandoned motor vehicle, the Abandoned Motor Vehicle Law requires the vehicle to be sold at a public sale.* A certificate of title cannot be obtained for an abandoned vehicle on the basis of a surety bond, nor can a title be issued when a vehicle is not required to be titled in Georgia, 1963-1985 year models. Therefore, the following documents must be forwarded to the Motor Vehicle Division.

1. Title Application
Must be completed in detail. The application must be typed in full and signed by the applicant(s).
2. Court Order
A certified copy of the Court Order that authorized the sale of the vehicle.
3. Bill of Sale
A signed bill of sale from the person authorized by the court to sell the vehicle to the applicant.
4. Certificate of Title
The current certificate of title (if available).
5. Certification of Inspection
A T-22B completed by a Georgia law enforcement officer after a visual inspection of the vehicle's serial plate has been made (if there is no Georgia Title on record).
6. If the applicant and the party that was authorized to sell the vehicle are the same, a signed and notarized affidavit must be submitted stating that a public sale was held and the applicant was the highest and best bidder.
7. Lien or Security Interest Release
Form T-4 for liens or security interest holders shown on our file records to release their interest in the vehicle, if the court order does not state that the vehicle is free of all liens or encumbrances.

MOTOR VEHICLE DIVISION MANUAL

8. Newspaper Advertisement

The vehicle must be advertised for sale in the newspaper. The advertisement must reflect a full vehicle description (year model, make of vehicle, and vehicle identification number). If the purchaser of the abandoned vehicle is also the seller of the abandoned vehicle, a copy of the newspaper advertisement is needed. *

9. Surrender of License Plates (Form T-158)

The pink copy of Form T-158 that indicates that the license plate was surrendered to the Motor Vehicle Division or County Tag Office or that there was no license plate on the vehicle must be submitted if the current tag receipt is unavailable for transfer.

10. Processing Fee

\$18.00. (check or money order).

PUBLIC SALE

“Public Sale” means a sale:

1. Held at a place reasonably available to persons who might desire to attend and submit bids; and
2. At which those attending shall be given the opportunity to bid on a competitive basis; and
3. At which the sale, if made, shall be made to the highest bidder; and
4. Except as otherwise provided in this title for advertising or dispensing with the advertising of public sales, of which notice is given by advertisement once a week for two weeks in the newspaper in which the sheriff's advertisements are published in the county where the sale is to be held, and which notice shall state the day and hour, between 10:00A.M. and 4:00 P.M., and the place of sale and shall briefly identify the goods to be sold.

FORECLOSURES

In order for a Georgia Certificate of Title to be issued on a vehicle when court action has been taken (foreclosure), the following documents must be submitted to the Motor Vehicle Division :

1. Title Application (MV-1)
Must be completed in detail. The application must be typed in full and signed by the applicant(s).
2. Court Documents
A certified copy of all court records. If the court order does not give a description of the vehicle, a levying order signed by the Sheriff must be obtained, reflecting a complete description of the vehicle (model year, make and identification number). If the court order states that the vehicle is to be sold at a "public sale" and the person authorized to sell the vehicle is the same as the applicant, the applicant must submit an affidavit stating that they were the highest bidder. The affidavit must include a complete description of the vehicle (including year model, make of vehicle and vehicle identification number). Proof of advertisement in the newspaper must also be attached with other documents.
3. Affidavit of Repossession (Form T-16)
Must be completed if this vehicle was sold after repossession pursuant to court action.
4. Bill-of-Sale
A signed bill-of-sale to the applicant showing a complete chain-of-ownership. The bill of sale must reflect the complete description of the vehicle (year model, make of vehicle and vehicle identification number).
5. Transfer Documents
Manufacturer's Statement of Origin, Georgia Title, or out-of-state title, if available.
6. Certification of Inspection (Form T-22B)
If the valid title or MSO is not available, then Form T-22B must be completed by a Georgia law enforcement officer (after a visual inspection of the vehicle's serial plate has been made) and forwarded with other documents.
7. Lien or Security Interest Release (Form T-4)
Must be obtained if there is a lien/security interest holder on record, and the court order does not state that the vehicle is free of all liens or encumbrances.

MOTOR VEHICLE DIVISION MANUAL

8. Surrender of License Plates (T-158)

Pink copy of Form T-158 indicating that license plate has been surrendered to the Motor Vehicle Division or County Tag Office, or that vehicle was without license plate if the current tag receipt is unavailable for transfer.

9. Processing Fee

\$18.00 (check or money order).

JUDGMENT LIEN

In order for a Georgia title to be issued reflecting a Judgment Lien, the following procedures must be followed and the following documents submitted to the Motor Vehicle Division :

1. Title Application

Completed in the same name as the owner(s) shown on the Georgia title of record. The application must be signed by an authorized representative of the Judgment lienholder, and must reflect all security interests and/or lienholders' names and addresses previously created.

2. Certified Copy of Judgment (Fieri Fascias or FiFa)

The title application and the title of record must be in the same name as shown on the FiFa.

3. Notice of Lien (Form T-53A)

- a. Form T-53A must be completed in detail by the Judgment lienholder. The T-53A, certified copy of Judgment FiFa, and title application must be forwarded to the Georgia Certificate of Titleholder with a check or money order in the amount of \$18.00 (payable to the Motor Vehicle Division or County Tag Office). The FiFa, T-53A, title application, and check or money order must be forwarded to the title holder, "Registered Mail, Return Receipt Requested." If these forms are hand-carried to the titleholder, a receipt for proof of delivery must be obtained.
- b. The owner of vehicle (provided owner is not the holder of the title) must be notified by forwarding a copy of the T-53A to owner by "Registered Mail, Return Receipt Requested".
- c. The titleholder is required to retain the Notice of Lien and all attachments for ten (10) days.
- d. If the lien has not been contested or satisfied in this period of time, the Georgia Certificate of Title, T-53A, certified copy of FiFa, \$18.00 check or money order and the title application must be forwarded to the Motor Vehicle Division.

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NAME CHANGE DUE TO MARRIAGE

In order for a Georgia Certificate of Title to be issued in a person's married name, the following documents must be submitted to the Motor Vehicle Division or County Tag Office:

1. Title Application

Completed in detail in the married name, typed in full, and signed.

2. Transfer Document

The valid certificate of title, or Manufacturer's Statement of Origin(MSO). The supporting document must be issued in the applicant's maiden name or properly assigned to the maiden name.

3. Marriage License

A copy of the Marriage License.

4. Lien/Security Interest Release (Form T-4)

Lien or security interests shown on the supporting documents must be released or shown on the new title application. If the lien has not been satisfied, the lien holder must provide a letterhead statement authorizing the Motor Vehicle Division to issue a title in the owner's married name. In this case, the lien does not have to be released and the application (MV-1) must reflect the lien information.

5. Processing Fee

\$18.00 (check or money order made payable to the Motor Vehicle Division or the applicable County Tag Agent).

NAME CHANGE DUE TO DIVORCE

In order for a Georgia Certificate of Title to be issued in the name of the person awarded a vehicle after divorce, the following documents must be submitted to the Motor Vehicle Division or County Tag Office:

1. Title Application

Must be completed in detail, typed in full, and signed by the applicant.

2. Transfer Document

Valid title or Manufacturer's Statement of Origin.

3. Divorce Decree

A certified copy of the Divorce Decree awarding the vehicle to the applicant. The Divorce Decree should give a complete description of the vehicle (vehicle identification number, year, and make). However, most divorce decrees will only reflect the make and year model of the vehicle, which is acceptable.

4. Lien/Security Interest Release (Form T-4)

A release of lien or security interest release from the lien or security interest holder shown on the supporting documents. If the account is being transferred, the lien must be shown on the MV-1 title application. In lieu of a transfer agreement the lien holder may provide a letterhead statement authorizing the issuance of a title in the name of the person awarded the vehicle. In this case the lien information must be shown on the title application .

5. Processing Fee

\$18.00 (check or money order).

NOTE: An owner has ninety (90) days to apply for a Georgia Certificate of Title after the Divorce Decree is final. Failure to do so will result in a penalty fee of \$10.00 being assessed. If documents are not in order and have to be rejected, they must be returned to the Motor Vehicle Division or applicable county tag agent within sixty (60) days of the rejection notice or a penalty fee of \$10.00 will be assessed. If penalties are due, they must be remitted to the Motor Vehicle Division or County Tag Agent, with the supporting documents. (e.g. The check or money order should be made payable to the Motor Vehicle Division or county tag agent.)

REPOSSESSION

In order for a Georgia Certificate of Title to be issued on a Repossessed vehicle, the following documents must be submitted to the Motor Vehicle Division or County Tag Office:

A. GEORGIA TITLE ON RECORD

1. Title Application

Completed in detail, typed in full, and signed by the applicant(s). The name(s) must be the same as shown on the supporting documents (either in the reposessor's name or in the purchaser's name).

2. Title

The previous Georgia Title in the person's name from whom the vehicle was repossessed (if available). If the Georgia Title is not in the name of the person from whom the vehicle was repossessed, the title must be submitted properly assigned to that person.

3. Contract

When the reposessor is not recorded on the Georgia Title by the Motor Vehicle Division as the lien or security interest holder, the following documents are needed:

- a. A copy of the contract between the lien or security interest holder and the person from whom the vehicle was repossessed; or
- b. A copy of the contract between the record lien or security interest holder and the person from whom the vehicle was repossessed, properly assigned to show that all rights of this contract were assigned to the reposessor.

4. Affidavit of Repossession (Form T-16)

Must be completed by the reposessor and signed by an authorized representative of the reposessor, with the signature notarized. Bills of sale are acceptable with a non-conforming Georgia Title and the vehicle is exempt from the odometer declaration requirements. If the Georgia Title is lost, and the odometer declaration is required, the reposessor must apply for a Georgia Title in their name first, before the vehicle can be transferred.

MOTOR VEHICLE DIVISION MANUAL

5. Lien/Security Interest Holder Notification

If the first lien or security interest holder repossesses the vehicle, they must notify any additional lien or security interest holders by "Registered Mail, Return Receipt Requested," advising them of the repossession. The additional lien or security interest holders are not required to execute a lien or security interest release.

6. Processing Fee

\$18.00 (check or money order).

Note: Repossession form (T-16) must show notary's seal and stamp.

MOTOR VEHICLE DIVISION MANUAL

B. NO GEORGIA TITLE ON RECORD

1. A title application must be completed in detail. The application must be typed in full and signed by the applicant (s).
2. The out-of-state title or manufacturer's statement of origin in the name of the person from whom the vehicle was repossessed or properly assigned to that person.
3. Applications supported by an out-of-state title, manufacturer's statement of origin not perfecting the reposessor as lienholder require one of the following:
 - a. A copy of the contract between the reposessor and the person from whom the vehicle was repossessed; or
 - b. A copy of the contract between the record lien or security interest holder and the person from whom the vehicle was repossessed, properly assigned to show that all rights of the contract were assigned to the reposessor.

Form T-16 (Affidavit of Repossession) or an Affidavit of Repossession from the state where the title or registration certificate was issued completed by the reposessor. Form T-16 must be signed by an authorized representative of the reposessor and the signature notarized. A complete chain-of-ownership must be shown from the reposessor to the applicant.

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FLOOR PLAN

In order for a Georgia Certificate of Title to be issued on a vehicle that has been repossessed by means of a Floor Plan, the following documents must be submitted to the Motor Vehicle Division or the County Tag Office:

1. A title application must be completed in detail. The application must be typed in full and signed by the applicant(s).
2. The proper supporting documents: Manufacturer's Statement of Origin, current Georgia Title or out-of-state title. The supporting document must be issued in the dealer's name from whom the vehicle was repossessed or properly assigned to the dealer. If there is a Georgia Title on record issued in the dealer's name from whom the vehicle was repossessed, the title must be submitted (if available).
3. Form T-16 (Affidavit of Repossession) completed by the reposessor. This form must be signed by an authorized representative of the reposessor bearing a notary's signature and seal. The authorized representative's name must agree with the authorized signature. A complete chain-of-ownership must be submitted from the reposessor to the applicant. Bills of sale are still acceptable with a non-conforming Georgia Title* and for vehicles exempt from the odometer declaration requirements; but are not acceptable when used with a conforming Georgia title** and for vehicles not exempt from the odometer declaration requirements. If the Georgia title is lost, the reposessor must apply for a Georgia title in their own name first before the vehicle can be properly transferred for vehicles where an odometer declaration is required.
4. A copy of the floor plan between the reposessor and the dealer from whom the vehicle was repossessed.
5. The title fee of \$18.00. DO NOT REMIT CASH. Remit check or money order for total fees due.

*Non-Conforming Georgia Title - a certificate of title with a revision date before 3/88 which does not contain the language required by the Federal Truth in Mileage Act.

**Conforming Georgia Title - a certificate of title with a revision date of 3/88 or later which contains the language required by the Federal Truth in Mileage Act.

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JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP

Joint Tenants with Rights of Survivorship means that two owners will be placed on the title, once issued. In the event of the death of one owner, the other owner will become the sole owner of the vehicle (barring any liens or perfected security interests). In order for a Georgia Certificate of Title to be issued on a vehicle reflecting "joint tenants with rights of survivorship", the following documents must be forwarded to the Motor Vehicle Division or the County Tag Office:

1. Title Application
Must be completed in detail reflecting one of the following legends: "Joint Tenants and Not as Tenants in Common" or "Joint Tenants with Survivorship". The application must be typed in full and signed by the owners.
2. Transfer Documents
Current certificate of title, or manufacturer's statement of origin. The supporting documents must be issued in the owners' names shown on the title application or properly assigned to owner(s).
3. Lien/Security Interest Release (Form T-4)
Liens or security interest shown on the supporting documents must be shown on the title application or be properly released.
4. Processing Fee
\$18.00 (check or money order).

NOTE: The following brand/legend will print on the face of the title when issued:
JTWROS

NOTES:

1. When a certificate of title reflecting one of the joint tenant legends is being transferred to a new owner, all owners shown on the face of the title must sign the first assignment on the back of the title.
2. When an application is being made omitting one of the owners shown on the original certificate of title and the legend "Joint Tenants with Rights of Survivorship" is reflected and one of the owners is deceased, a copy of the death certificate of the one being omitted must be submitted with the supporting documents. These legends must be requested and do not automatically transfer from title to title.

INHERITANCE

The purchaser or inheritor of a motor vehicle from an estate must apply for a Georgia Certificate of Title in their name within 90 days of the purchase of the vehicle. Failure to do so will result in a \$10.00 penalty fee being assessed. If the transfer/supporting document was issued in a company's name and the deceased person was the sole owner of this company, an affidavit to this effect must be forwarded from the city clerk where the company is located

INHERITANCE DOCUMENTS

1. T-20 (Affidavit of Inheritance) This document can be used to transfer ownership to the inheritor when the deceased left no Will. A certified copy of the deceased's death certificate must accompany this form.
2. T-20A (Affidavit of Inheritance-Non-Probated Will with Limited Assets). This document must be accompanied with a legible copy of the Non-Probated Will (with limited Assets) and a certified copy of the deceased's death certificate.
3. Certified Copy of Probated Will or Letters of Testamentary/Administration
4. Year's Support – Document awarding a widow(er) support and authorization to title a motor vehicle in his or her name.

PROBATED LAST WILL AND TESTAMENT

A. Georgia Title on Record

In order for a Georgia Certificate of Title to be issued on a vehicle after inheritance, when there is a Georgia Title on record and a Probated Will, the following documents must be forwarded to the Motor Vehicle Division or County Tag Office:

1. Title Application (MV-1)
Completed in detail, typed and signed by the applicant.
2. Georgia Title
The Georgia Title issued in the deceased person's name (if available). If the Georgia Title was not issued in the deceased person's name, the title must be submitted properly assigned to the deceased person.
3. Lien/Security Interest Release (Form T-4)
The lien or security interests shown on the title must be released in the spaces provided on the title or a form T-4 must be completed.
4. Probated Will
A certified copy of the Probated Will, Letters of Testamentary, permanent Letters of Administration, or Year's Support. If the Year's Support is submitted, the person granted the Year's Support must title the vehicle in their name before transferring ownership. The Year's Support must show the complete description of the vehicle (year model, make of vehicle, and vehicle identification number).
5. Bill of Sale
If the executor of the Estate is not titling the vehicle in his/her name, and there is a non-conforming title; a signed bill of sale may be submitted in lieu of the assignment. If the Georgia Title is a conforming title, a bill of sale is not acceptable and the executor must complete the assignment on the reverse side of the title. If the title is unavailable, the executor must apply for title in their name first. If there is more than one executor, only one executor is required to sign on the transfer document.
6. Processing Fee
\$18.00 (check or money order).

MOTOR VEHICLE DIVISION MANUAL

B. No Georgia Title on Record

In order for a Georgia Certificate of Title to be issued on a vehicle that has been inherited where there is no Georgia Title on record and there is a Probated Will, the following documents must be submitted to the Motor Vehicle Division or the County Tag Office:

1. Title Application

Completed in detail, typed in full and signed by the owner(s).

2. Transfer Documents

The Manufacturer's Statement of Origin or out-of-state title must be submitted in the deceased person's name or properly assigned to the deceased person.

3. Lien/Security Interest Release Form (T-4)

Any lien or security interest shown on the MSO or out-of-state title must be released, or a Lien/Security Interest Release (Form T-4) must be completed and signed by lien/security interest holder.

4. Probated Will

A certified copy of the Probated Will, Letters of Testamentary, Permanent Letters of Administration or Year's Support. If the Year's Support is submitted, the person granted the Year's Support must title in their name before transferring ownership. In addition, the Year's Support must show a complete description of the vehicle (year model, make of vehicle, and vehicle identification number).

5. Processing Fee

\$18.00 (check or money order).

NOTE: If the vehicle is exempt from the odometer declaration requirements, the executor is not required to title in their name. The executor can complete the title assignment on reverse of title, or use a bill of sale.

Note:

If the named Executor of the Estate is deceased, Temporary Letters of Administration may be obtained. The person named as executor in the Temporary Letters of Administration may apply for a title in the name of the Estate, only, by submitting a copy of same with the properly completed title application in the name of the estate, the title (if available) and the title fee of \$18.00. The temporary executor may not sell the vehicle without Permanent Letters of Administration.

NO PROBATED WILL

The purchaser of a motor vehicle from an estate must apply for a Georgia Title in their name within 90 days after the purchase of the vehicle. A \$10.00 penalty fee will be assessed for failure to apply for a title within this time frame. If the title was issued in a company's name and the deceased person was the sole owner of this company, an affidavit to this effect must be submitted from the city clerk where the company is located.

A. Georgia Title on Record

In order for a Georgia Certificate of Title to be issued on a vehicle that has been inherited and there is a Georgia Title on record and no Will, the following documents must be forwarded to the Motor Vehicle Division or County Tag Office:

1. Title Application

Completed in detail in the name of the inheritor and signed by the inheritor.

2. Georgia Title

The Georgia Title issued in the deceased person's name must be submitted (if available). If the Georgia Title was not issued in the deceased person's name, the title must be properly assigned to the deceased person.

3. Lien/Security Interest Release (Form T-4)

Liens or security interests shown on the Georgia Title must be released in the spaces provided on the title, or a Lien/Security Interest Release (Form T-4) must be completed and signed by lien/security interest holder.

4. Affidavit of Inheritance (T-20)

Completed in the inheritor's name. This form must be completed by the inheritor(s), signed and notarized. If there is only one heir, a certified copy of No Administration Necessary may be submitted in lieu of the Affidavit of Inheritance (T-20).

5. Death Certificate

A certified copy of the death certificate. Death certificate must be submitted anytime a T-20 or T-20A is used.

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6. Processing Fee
\$18.00 (check or money order).

In order for a Georgia Certificate of Title to be issued on a vehicle which has been inherited where there is no Georgia Title on record and there is no Will, the following documents are needed.

B. No Georgia Title on Record

1. A title application completed in detail in the inheritor's name(s). This application must be typed in full and signed by the applicant(s).
2. The original manufacturer's statement of origin or out-of-state title must be submitted in the deceased person's name or properly assigned to the deceased person.
3. All Liens or security interests shown on the manufacturer's statement of origin or out-of-state title must be released in the spaces provided on the title, or a lien/security interest release (Form T-4) form completed and submitted (signed by an authorized representative of the lien/security interest holder).
4. A certified copy of the death certificate must be submitted any time a T-20 (Affidavit of Inheritance) or T-20A (Affidavit of Inheritance with Limited Assets) is used.
5. A T-20 (Affidavit of Inheritance) form completed in the deceased person's name shown on the supporting documents must be submitted. This form must be completed by the inheritor(s), signed and notarized. If there is only one heir, a certified copy of No Administration Necessary may be submitted in lieu of the Affidavit of Inheritance (T-20).
6. A check or money order for the \$18 title fee must be remitted made payable to the Motor Vehicle Division or the County Tag Agent (when application is made to the county).

NON-PROBATED WILL WITH LIMITED ASSETS

In order for a Georgia Certificate of Title to be issued on a vehicle that has been inherited and the deceased left a Will with limited assets which is not to be probated, the inheritor may obtain a certificate of title in his or her name. The following documents and fees are required to be submitted together to the Motor Vehicle Division or the County Tag Office:

1. A title application must be completed in detail in the inheritor's name(s). The application must be typed in full and signed by the inheritor(s).
2. The Manufacturer's Statement of Origin or certificate of title in the deceased party's name or properly assigned to the deceased party. If the vehicle was titled in Georgia in the deceased party's name, the title should be submitted (if available).
3. A release for lien or security interest shown on the supporting documents.
4. A copy of the non-probated Will and the deceased party's death certificate with a T-20A (Affidavit of Inheritance of a Motor Vehicle, Non-Probated Will with Limited Assets) completed by the inheritor.
5. The title fee of \$18.00. DO NOT REMIT CASH. Remit check or money order for the total fees due.

If the supporting document was issued in a company's name and the deceased party was the sole owner of this company, an affidavit to this effect must be submitted from the city clerk where the company is located.

YEAR'S SUPPORT

If a Year's Support was issued, the person granted the Year's Support must title the vehicle in their name before transferring ownership. The following documents must be submitted to the Motor Vehicle Division or the owner's county of residence:

1. Properly completed title application in the person's name awarded the Year's Support. This application must be typed or computer printed and signed by the applicant.
2. A certified copy of the Year's Support must be submitted. This document must show a complete description of the vehicle (e.g. Year model, make, and vehicle identification number).
3. The current Certificate of Title in the deceased's name should be submitted if available. If the title was not issued in the deceased's name, then it must be submitted properly assigned to the deceased.
4. A release of lien (form T-4) must be submitted for all liens or security interests reflected on the title of record.
5. A check or money order for the total fees due, should be made payable to the Motor Vehicle Division (if submitted to the county tag agent).

If the Georgia Certificate of Title is issued in a company's name and the deceased party was the sole owner of the company, an affidavit to this effect must be submitted from the City Clerk's Office in the city where the company was located.

TRUST

In order for a Georgia Certificate of Title to be issued once a “Trust” has been established, the following documents and fees need to be submitted to the State Motor Vehicle Division or the appropriate county tag office together:

1. A Title Application must be completed and submitted reflecting the trust as the legal owner. The application must be typed and signed by the trustee (e.g. John Doe, Trustee for the ABC Trust.)
2. The valid Certificate of Title or Manufacturer’s Statement of Origin in the Trust’s name or properly assigned to the trust, must be submitted.
3. Copies of the pages from the Trust document appointing the trustee of the established Trust.
4. The required title processing fee in the amount of \$18.00. The title must be applied for in the name of the “trust” within ninety (90) days of the transfer date or a \$10.00 penalty fee will be assessed.

In order to transfer an existing Georgia Title in the name of a “Trust”, the following documents are submitted to the Motor Vehicle Division or the County Office.

Revocable “Living” Trust:

1. Title Application
A title application must be completed in full and properly signed.
2. Transfer Documents
The Georgia Certificate of title in the name of the trust properly assigned by the “Trustee” to the new owner.
3. Trust
A copy of the revocable “Living” Trust that reflects the name of the Trustee.
4. Processing Fee
\$18.00 (check or money order)

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If the custodian is deceased and the Trust was irrevocable, the appointed trustee may sell the vehicle, if permitted by the terms of the document creating the trust.

Irrevocable "Living" Trust:

1. Title Application
The title application must be completed in full in the new owner's name and properly signed.
2. Transfer Document
The Georgia Certificate of title in the name of the established Trust properly assigned over to the new owner by the appointed trustee.
3. Death Certificate
Copy of the death certificate for the custodian of the Trust.
4. Processing Fee
\$18.00 (Check or Money Order)

GUARDIANSHIP

When applying for a Georgia Certificate of Title on a vehicle where a guardian has been appointed, the following documents must be forwarded to the Motor Vehicle Division or the County Tag Office:

1. Title Application
Completed in detail, typed in full in the name of the ward and signed by the guardian.
2. Transfer Documents
The Georgia Certificate of Title (if available). If no Georgia Title has been issued, the Manufacturer's Statement of Origin, or out-of-state title must be submitted.
3. Appointment of Guardian
A certified copy of the Appointment of the Guardian issued by the Probate Judge.
4. Processing Fee
\$18.00 (check or money order).

Before the Guardian can sell the vehicle, written special permission must be obtained from the Probate Judge.

The following documents must be submitted to the Motor Vehicle Division or the County Tag Agent.

1. Title Application
Completed in detail, typed in full in the name of the current owner and properly signed.
2. Transfer Documents
The current Certificate of Title properly assigned to the current owner by the guardian.
3. Court Order Document
The court order document signed by the probate judge authorizing the guardian to sell the vehicle.
4. Processing Fee
\$18.00 (check or money order)

GOVERNMENT SURPLUS OR SEIZED VEHICLES

In order for a Georgia Certificate of Title to be issued on a vehicle which was government surplus or merchandise that has been seized by the government, the following documents must be submitted to the Motor Vehicle Division or the County Tag Office:

1. Title Application
Completed in detail, typed in full in the name of the buyer shown on the Government Form 97. The application must be signed by the applicant.
2. Government Form (97)
Photocopies are not accepted by the Motor Vehicle Division.
3. Certification of Inspection (T-22B)
Form T-22B must be completed by a Georgia law enforcement officer after a visual inspection of the vehicle's serial plate has been made.
4. Transfer Document
The current certificate of title (if available).
5. Processing Fee
\$18.00 (check or money order).

NOTE: If a dealer is shown as the buyer on the Government Form 97, he is not required to title the vehicle in the dealer's name before transferring ownership. In this case, a signed bill of sale from the dealer to the applicant is acceptable in order to show a complete chain of ownership.

SEIZURES DUE TO TAXES OWED

In order for a Georgia Certificate of Title to be issued on a vehicle which has been seized by the Federal Government for taxes due, the following documents must be forwarded to the Motor Vehicle Division or County Tag Office:

1. A Title Application must be completed in detail, typed in full in the same name(s) as the buyer shown on the Government Form 2435.
2. T-22B - Certificate of Inspection
Form T-22B must be completed by a Georgia law enforcement officer after a visual inspection of the vehicle's serial plate has been made.
3. Original Government Form 2435
4. Processing Fee
\$18.00 (check or money order).

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MINORS (TITLE ISSUED IN THE NAME OF)

“Under the Georgia Transfers to Minors Act”, a certificate of title may be issued as long as it reflects an adult or trust company on the title with the minor child.

The following documents are to be submitted to the Motor Vehicle Division or County Tag Office

1. Title Application
Properly completed and signed in the name of the minor child and the custodian, and properly signed by the custodian.
2. Transfer Documents
The valid Certificate of Title, or Manufacturer's Statement of Origin (MSO). The assignment on the title document must reflect the minor as well as an adult or trust company as custodian.
3. Processing Fee
\$18.00 (Check or Money Order)

Note: The following notation must appear on the Georgia Certificate of Title:

(NAME OF CUSTODIAN) AS CUSTODIAN FOR (NAME OF MINOR) UNDER “THE GEORGIA TRANSFERS TO MINORS ACT”

GEORGIA CERTIFICATE OF TITLE - LOST IN THE MAIL

Georgia law allows for the replacement of the original Georgia title “lost” in the mail before receipt by the owner of the vehicle. This will only apply when an application for the replacement of the lost title is received within 60 days from the issuance date of the title and **there is no application fee charged**.

The following documents must be submitted to the motor Vehicle Division or the County Tag Agent.

1. Title Application
Completed in the same name as the owner(s) shown on the Georgia title of record and signed by the owner(s).
2. Form T-216 Affidavit (Report of a Georgia Certificate of Title Lost in the Mail)
This form must be completed in full (typed or legibly hand written) and signed by the current owner and properly notarized. Any alterations will void this form.

Note: An attorney-in-fact can not complete this form. If this form is not received within sixty (60) days from the date of the issuance of the original title, the replacement title-processing fee is required.

Note: A \$10.00 special handling fee is required for applications processed through the Motor Vehicle Division’s walk-in or mail-in expedited services.

STATE SURPLUS PROPERTY - DOAS

The State of Georgia's Department of Administrative Services (DOAS) is charged with the responsibility of selling state vehicles.

The following documents are to be submitted to the Motor Vehicle Division or the County Tag Office.

1. Title Application
Completed in detail in the owner's name and properly signed and typed.
2. Transfer Document
The Georgia Certificate of title must be properly assigned over to the State of Georgia - Department of Administrative Services (DOAS) in the first assignment. DOAS will use the second assignment to show the current owner(s) name. (A selling dealer number is not required.)
3. Processing Fee
\$18.00 (Check or Money Order)

Note:

If documents are not in order and must be rejected, reject title documents to the applicant if there is no Security Interest Holder.

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#109 Bacon County

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#005 Bibb County

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MOTOR VEHICLE DIVISION MANUAL

COUNTY DIRECTORY

(Continued)

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MOTOR VEHICLE DIVISION MANUAL

COUNTY DIRECTORY

(Continued)

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MOTOR VEHICLE DIVISION MANUAL

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MOTOR VEHICLE DIVISION MANUAL

COUNTY DIRECTORY

(Continued)

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MOTOR VEHICLE DIVISION MANUAL

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(Continued)

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MOTOR VEHICLE DIVISION MANUAL

COUNTY DIRECTORY

(Continued)

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COUNTY DIRECTORY

(Continued)

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MOTOR VEHICLE DIVISION MANUAL

COUNTY DIRECTORY (Continued)

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Post Office Box 187
Toccoa, Georgia 30577
Phone: (706) 886-4753

#119 Stewart County
Kay Skellie, Tax Commissioner
Post Office Box 245
Lumpkin, Georgia 31815
Phone: (912) 838-4267

#031 Sumter County
Daniel P. McGowan, Tax Commissioner
Post Office Box 1044
Americus, Georgia 31709
Phone: (912) 924-6938

#124 Talbot County
William Huff III, Tax Commissioner
Post Office Box 147
Talbotton, Georgia 31827
Phone: (706) 665-3240

#154 Taliaferro County
Kaye H. Jackson, Tax Commissioner
Post Office Box 139
Crawfordville, Georgia 30631
Phone: (706) 456-2520

#060 Tattnall County
Ann C. Johnson, Tax Commissioner
Post Office Box 920
Reidsville, Georgia 30453
Phone: (912) 557-6736

#110 Taylor County
Peggy Wilson, Tax Commissioner
Post Office Box 446
Butler, Georgia 31006
Phone: (912) 862-3637

#082 Telfair County
Rena Reaves, Tax Commissioner
County Square
McRae, Georgia 31055
Phone: (912) 868-6545

#077 Terrell County
Peggy H. Pritchard, Tax Commissioner
187 E. Lee Street
Dawson, Georgia 31742
Phone: (912) 995-5151

#022 Thomas County
Shirley Prevatt, Tax Commissioner
Post Office Box 2175
Thomasville, Georgia 31799
Phone: (912) 225-4136

#034 Tift County
Mitchell E. Goode, Tax Commissioner
Post Office Box 930
Tifton, Georgia 31793
Phone: (912) 386-7820

#056 Toombs County
Glenda M. Williams, Tax Commissioner
Post Office Box 458
Lyons, Georgia 30436
Phone: (912) 526-8575

#151 Towns County
Bruce Rogers, Tax Commissioner
48 River Street, Suite H
Hiawassee, Georgia 30546
Phone: (706) 896-2267

#142 Treutlen County
Wayne Sumner, Tax Commissioner
Post Office Box 123
Soperton, Georgia 30457
Phone: (912) 529-3213

MOTOR VEHICLE DIVISION MANUAL

COUNTY DIRECTORY

(Continued)

#012 Troup County

Gary S. Wood, Tax Commissioner
900 Dallis Street
LaGrange, Georgia 30240
Phone: (706) 883-1620

#108 Turner County

Charles Evans, Tax Commissioner
Post Office Box 846
Ashburn, Georgia 31714
Phone: (912) 567-3636

#114 Twiggs County

E. Walton Nesmith, Tax Commissioner
Post Office Box 187
Jeffersonville, Georgia 31044
Phone: (912) 945-3359

#131 Union County

J. W. Payne, Tax Commissioner
114 Courthouse Street, Box 3
Blairsville, Georgia 30512
Phone: (706) 745-2260

#033 Upson County

Jimmy T. McKinley, Tax Commissioner
Post Office Box 409
Thomaston, Georgia 30286
Phone: (706) 647-8931 or 8932

#015 Walker County

Carolyn W. Walker, Tax Commissioner
Post Office Box 628
Lafayette, Georgia 30728
Phone: (706) 638-2929

#040 Walton County

Mearon Queen, Tax Commissioner
Post Office Box 767
Monroe, Georgia 30655
Phone: (770) 267-1471

#023 Ware County

Faye Booth, Tax Commissioner
800 Church Street, Room 109
Waycross, Georgia 31501
Phone: (912) 287-4305

#120 Warren County

Lynette Johnson, Tax Commissioner
Post Office Box 189
Warrenton, Georgia 30828
Phone: (706) 465-2231

#045 Washington County

Connie Tapley, Tax Commissioner
Post Office Box 469
Sandersville, Georgia 31082
Phone: (912) 552-2144

#050 Wayne County

Al Szoke, Tax Commissioner
341 E. Walnut Street
Jesup, Georgia 31546
Phone: (912) 427-5910

#156 Webster County

Lou Heath, Tax Commissioner
Post Office Box 73
Preston, Georgia 31824
Phone: (912) 828-3690

#145 Wheeler County

Janice A. Nobles, Tax Commissioner
Post Office Box 431
Alamo, Georgia 30411
Phone: (912) 568-7131

#126 White County

Cindy G. Cannon, Tax Commissioner
59 South Main Street, Suite C
Cleveland, Georgia 30528
Phone: (706) 865-2225

MOTOR VEHICLE DIVISION MANUAL

COUNTY DIRECTORY

(Continued)

#017 Whitfield County
Danny Sane, Tax Commissioner
300 West Crawford Street
Dalton, Georgia 30720
Phone: (706) 275-7505

#116 Wilcox County
Bobby Gibbs, Tax Collector
Courthouse Square
Abbeville, Georgia 31001
Phone: (912) 467-2025

#099 Wilkinson County
Kevin L. Rauscher, Tax Commissioner
Post Office Box 182
Irwinton, Georgia 31042
Phone: (912) 946-2232

#058 Worth County
Tabetha DuPriest, Tax Commissioner
201 North Main Street, Room 15
Sylvester, Georgia, 31791
Phone: (912) 776-8204

#088 Wilkes County
Mary Hubbard, Tax Commissioner
23 East Court Street Room 204
Washington, Georgia 30673
Phone: (706) 678-2422

#114 Twiggs County
E. Walton Nesmith, Tax Commissioner
Post Office Box 187
Jeffersonville, Georgia 31044
Phone: (912) 945-3359

#131 Union County
J. W. Payne, Tax Commissioner
114 Courthouse Street, Box 3
Blairsville, Georgia 30512
Phone: (706) 745-2260

#033 Upson County
Jimmy T. McKinley, Tax Commissioner
Post Office Box 409
Thomaston, Georgia 30286
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Carolyn W. Walker, Tax Commissioner
Post Office Box 628
Lafayette, Georgia 30728
Phone: (706) 638-2929

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Mearon Queen, Tax Commissioner
Post Office Box 767
Monroe, Georgia 30655
Phone: (770) 267-1471

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Faye Booth, Tax Commissioner
800 Church Street, Room 109
Waycross, Georgia 31501
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Post Office Box 189
Warrenton, Georgia 30828
Phone: (706) 465-2231

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Connie Tapley, Tax Commissioner
Post Office Box 469
Sandersville, Georgia 31082
Phone: (912) 552-2144

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Al Szoke, Tax Commissioner
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Jesup, Georgia 31546
Phone: (912) 427-5910

COUNTY DIRECTORY
(Continued)

#156 Webster County
Lou Heath, Tax Commissioner
Post Office Box 73
Preston, Georgia 31824
Phone: (912) 828-3690

#145 Wheeler County
Janice A. Nobles, Tax Commissioner
Post Office Box 431
Alamo, Georgia 30411
Phone: (912) 568-7131

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Cindy G. Cannon, Tax Commissioner
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MOTOR VEHICLE DIVISION MANUAL

APPENDIX

MOTOR VEHICLE DIVISION INSPECTION STATIONS

The Motor Vehicle Inspection Section will notify the owner of the vehicle in regards to an inspection of the motor vehicle. Due to the time involved some prefer to take their vehicle to a Motor Vehicle Inspection Station. The Motor Vehicle Inspection Stations are not "State" operated. These stations are privately owned and the owners of these stations charge an additional fee for use of their facilities.

These Inspection Stations are listed below. Inspections take place on Tuesdays, Wednesdays and Thursdays. Inspectors rotate to the stations on a two-week rotation basis. For example, if they are at the Hall County Station the first Tuesday of the month, they will not return to that station until the third Tuesday of the month.

The hours of operation of these stations are 8:30 a.m. – 4:45 p.m. excluding State holidays. All vehicles to be inspected must be at the station before 12:00 p.m. or they will not be inspected. All vehicles must be transported and not driven to the stations. Vehicles are inspected on a first-come, first-serve basis.

Since schedules are subject to change (i.e. Holidays, etc.) it is best to call the inspection station ahead of time to verify the dates before you report to the inspection location. The following list reflects the locations and telephone numbers of each inspection station:

Bartow County	Highway 41 North Cartersville, GA (770) 606-9635
Chatham County	1321 Highway 80, West at Chatham Parkway Savannah, GA 800-397-2474
Clarke	County Hwy 72 Athens, GA (706) 548-1169
Douglas County	I-20 West, Exit 34, Rgt., Left on Bankhead, 1 Mile on left Douglasville, GA (770) 942-0468
Fannin County	Hwy 515 & Loving Rd. Morganton, GA (706) 374-2183
Hall County	I-985 Exit 22 Gainesville, GA (770) 534-0850
Peach County	I-75 S. Hwy 247C Ft. Valley, GA (912) 953-500

MOTOR VEHICLE DIVISION MANUAL

FORMS

The forms listed below may be obtained from the Motor Vehicle Division or county tag office upon request. Written requests should be forwarded to the Motor Vehicle Division, Material Control Section, Post Office Box 740381, Atlanta, Georgia 30374-0381 or when calling from a touch tone phone: (404) 362-6500 press 3 and then follow the instructions on the recorded announcement for placing forms orders. **FORMS EXAMPLES FOLLOW THIS LIST.**

Form MV-1	Title and Tag Application (Application for either an original title or replacement) This application is referred to in this manual as a "title application".
Form MV-1S	Application for a Salvage Certificate of Title
Form MV-18	Affidavit requesting correction(s) on face of Georgia Titles
Form MV-46	Motor Vehicle Certificate of Title Bond Form
Form MV-46A	Affidavit to accompany Certificate of Title Bond Form stating why the required documents can not be obtained
Form T-4 Form T-5	Lien or Security Interest Release Form Stolen, Recovered or Converted Motor Vehicle Report
Form T-7	Bill of Sale
Form T-8	Standard Power-of-Attorney Form
Form T-11	Affidavit explaining corrections on the assignment(s) on the Title/Statement of Origin
Form T-16	Affidavit of Repossession Form

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Form T-19	Affidavit of Authority to sign for a Company, Corporation or Partnership
Form T-19A	Affidavit of Authority to Receive for a Company, Corporation or Partnership
Form T-20	Affidavit of Inheritance when there is no will
Form T-20A	Affidavit of Inheritance of a Motor Vehicle (Non-Probated Will with Limited Assets)
Form T-22B	Affidavit verifying the vehicle identification number on a vehicle must be completed by a law enforcement officer or county Tax Commissioner after a visual inspection of the vehicle's serial plate.
Form T-22R	Affidavit requesting the inspection of a vehicle by the Motor Vehicle Inspection Section
Form T-53	Certificate of title Notice (Second or subsequent lien being placed)
Form T-53A	Motor Vehicle Certificate of Title Lien Notice (Judgement/Court Orders)
Form T-53D	Notice of Security Interest
Form T-53E	Notice of Security Interest – Instruction
Form T-56	Notice of Insurance Settlement without transfer of Title
Form T-107	Odometer Discrepancy Affidavit
Form T-128	Missing Serial Plate Affidavit

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Form T-129	Labor and Parts Certification
Form T-201	Title (Fee) Refund Form Request
Form T-207A	Affidavit – Foreign Documents
Form T-207E	English Translation of a Bill of Sale
Form T-207T	Translation of a Foreign Registration Certificate
Form T-214	Purchaser's Statement of Fact
Form T-216	Report of Georgia Certificate Lost in the Mail
Form T-217	County Request For Title Correction
Form T-224	Affidavit of Ownership Authentic Historical License Plate
Form T-226	Application to Extend Initial Registration Period for a Motor Vehicle Purchased from a Georgia Motor Vehicle Dealer

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FORMS

Tag Forms are located on unnumbered pages at the back of this Manual.

OVERVIEW INFORMATION (PART B)

Applications for all Georgia license plates and renewal decals must be made concurrently with an application for title, if vehicle required to be titled, to the Tax Commissioner in the county in Georgia of the owner's legal residence. Owners operating vehicles used primarily in connection with an established business must make application to the Tax Commissioner in the county in Georgia where the business is located.

Applications for Dealer license plates, Distributor license plates, IRP License Plates, Manufacturer license plates, and Transporter license plates must be made to the State Motor Vehicle Division. The addresses and phone numbers are:

Mailing Address (Dealer, Distributor, Manufacturer and Transporter license plates)

ATTN: Special Tags Section
Motor Vehicle Division
PO Box 740384
Atlanta, GA 30374-0384
FAX Number: (404) 362-4539
Telephone Number: (404) 675-4947

Mailing Address (IRP license plates)

ATTN: IRP Section
Motor Vehicle Division
PO Box 16909
Atlanta, Georgia 30321
FAX Number: (404) 675-6197
Telephone Number: (404) 675-4186

An application to renew a license plate with the purchase of a renewal decal must be made on or up to 30 days before the last day of the vehicle owner's registration period. Failure to renew the registration of a motor vehicle by midnight on the last day of the owner's registration period, will result in monetary penalties being assessed and collected. See the section entitled "Georgia's Registration Periods" for more information.

The purchaser of a new or unregistered motor vehicle must purchase or transfer a license plate within 30 days of purchase and apply for a title. See the section entitled "Vehicles Purchased from Georgia Dealers" for exceptions to this requirement.

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When purchasing a vehicle that is currently registered in Georgia, the new owner must obtain or transfer a license plate and apply for a title within 30 days of purchase. Failure to do so may result in a fine by law enforcement for improper registration. See the section entitled “Vehicles Purchased from Georgia Dealers” for additional information.

A motor vehicle owned by a nonresident may be used and operated on the public streets and highways for a period of (30) days without registering the vehicle in the State of Georgia provided the vehicle displays valid license plates from the owner’s home state.

A motor vehicle owned by a visitor may be used and operated on the public streets and highways for pleasure purposes only, for a period of ninety (90) days without registering the vehicle in the State of Georgia provided the vehicle displays valid license plates from the owner’s home state.

A nonresident student is exempt from registering a vehicle in this State as long as the vehicle displays valid license plates from the student’s home state.

Non-resident military personnel are not required to register their vehicles in Georgia as long as they display valid license plates from their home states. Non-resident military personnel have the option to purchase Georgia license plates provided that they comply with applicable procedures and are stationed in Georgia.

- **Resident** means a person, who has a permanent home or abode in Georgia to which, whenever he or she is absent, the person has the intention of returning. There is a presumption that any person, who except for infrequent, brief absences has been present in the State for 30 or more days, is a resident.
- **Nonresident** means a person who does not reside in the State of Georgia but who accepts employment or engages in any trade, profession, or occupation in the state or enrolls their children in the public schools of this state.
- **Visitor** means a person who does not reside in the State of Georgia and who is not a nonresident.

An application for a Georgia license plate/renewal decal should be made on an MV-1 form. All applications must be typed, legibly hand-printed or electronically completed and printed, signed by the owner and reflect the insurance company name and policy number.

Annual vehicle emission testing is required in the following counties: Cherokee, Clayton, Cobb, Coweta, Dekalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Paulding, and Rockdale. Before you register your vehicle in these counties each year, you must provide proof that your vehicle has passed the emission’s test. For

MOTOR VEHICLE DIVISION MANUAL

more information concerning emission testing requirements and exemptions, call 1-(800) 449-2471 or access the following web site:

<http://www.cleanairforce.com/>

You may receive a renewal notice for tag/decal fees and ad valorem taxes due for vehicles you own about (30) days before the beginning of your registration period. The renewal notices may have been produced by the Motor Vehicle Division and sent to your County Tax Commissioner; or your County Tax Commissioner may print renewal notices and mail them to you; or the renewal notice may have been printed by a vendor and mailed to you. Failure to receive a renewal notice for any vehicle you own does not relieve you of the responsibility of renewing a vehicle's registration during your registration period. If you receive a renewal notice for a vehicle you no longer own, throw the renewal notice away. If you do not receive a renewal notice for a vehicle you still own, please contact your County Tax Commissioner.

The Motor Vehicle Division does not collect ad valorem taxes. Questions concerning motor vehicle ad valorem taxes should be directed to your County Tax Commissioner's office.

County Tax Commissioners' telephone numbers and locations are listed in the government section of the telephone book. You may also access the following web site for county tag office telephone numbers, addresses and web site addresses:

<http://www2.state.ga.us/departments/dor/ptd/county/index.html>

The application for the renewal of a license plate and renewal decal does not have to be signed. The application for a new license plate/decal must be signed.

When the vehicle owner's out-of-state security interest holder, lienholder or leasing company has the title, Form T-17, Affidavit of Title Held for Lien by Lienholder, Security Interest Holder or Leasing Company, and the current, out-of-state vehicle registration must be completed and submitted to the Tax Commissioner in lieu of the certificate of title. When the Motor Vehicle Division or the County Tax Commissioner receives your application for title, Form T-17 and your out-of-state registration, correspondence will be sent to the security interest holder, lienholder or leasing company requesting the Certificate of Title. Once the Georgia title is issued, it will be forwarded to the security interest holder, lienholder or leasing company.

Form T-17 will not be accepted unless the applicant submits a valid out-of-state registration certificate as proof that the vehicle is properly registered and titled in another state. If the leasing company is the vehicle owner on the title, the leasing company's name and address must be recorded on the MV-1 title/tag application in the area reserved for the owner's name and address. The lessee's name and address must be shown as the vehicle lessee (not the owner) on the MV-1 application for title/tag in the area reserved for the lessee's name and address.

No license plate shall be issued or transferred unless the vehicle is insured under the

MOTOR VEHICLE DIVISION MANUAL

mandatory provisions of the Georgia Motor Vehicle Reparations Act and the insurance company name and policy number are reflected on the tag application or renewal notice. Insurance information does not have to be recorded on license plate/renewal decal applications for motorcycles and trailers.

The State of Georgia manufactures a new tag design every five-(5) years for most tag classifications; however, the current license plate design was issued in 1997. A new license plate design will be issued starting in December 2003 for those license plates that expire on or after January 1, 2004. All license plates, except for permanent trailer license plates and replacement permanent trailer license plates will be redesigned and issued starting in December 2003.

In those years when decals are issued to renew a license plate and vehicle registration renewal decals must be applied for by midnight on the last day of an owner's registration period. The "month" of expiration decal on a license plate indicates to law enforcement that the vehicle's registration expires at midnight on the last day of the month on the decal. The "expiration" date on the owner's certificate of registration is the date by which the vehicle's registration must be renewed. If the expiration date as reflected on a certificate of registration is missed, monetary penalties will be assessed and collected by the County Tax Commissioner. If an owner fails to register a vehicle by midnight on the last day of the owner's registration period, the following penalties will be assessed and collected in addition to the usual tags fees and ad valorem taxes: 10% ad valorem tax penalty (\$5.00 minimum) and 25% tag fee penalty.

Mopeds, all-terrain and off-road vehicles are not titled or registered. Homemade trailer serial plates, "T" Serial Plates, must be issued to homemade trailers by the County Tax Commissioner and affixed to the homemade trailer by the owner prior to the issuance of a license plate or renewal decal. Once a homemade trailer serial plate is issued, the "T" serial plate number should be used as the vehicle identification number or manufacturer's identification number in any subsequent motor vehicle transaction.



*If law requires

GEORGIA'S REGISTRATION PERIODS

YEAR-ROUND STAGGERED REGISTRATION

For those counties that have adopted a year-round staggered registration system, owners' registration periods are as follows:

For Individuals Or Lessees That Are Not Businesses

The registration period for individuals and lessees that are not businesses is the 30-day period ending at midnight on the birthday of the owner whose name appears first on the certificate of title or other record of ownership if the vehicle is not required to be titled.

Example: If an individual's birthday or lessee's birthday is May 8, the registration period is April 9 through May 8. An individual or lessee with a May 8 birthday must renew the registrations for all of their vehicles within this 30-day period.

For Businesses, Lessees That Are Businesses Or Entities That Are Not Individuals

- The month of January for the owner whose name begins with the letter A or B;
- The month of February for the owner whose name begins with the letter C or D;
- The month of March for the owner whose name begins with the letter E or F;
- The month of April for the owner whose name begins with the letter G or H;
- The month of May for the owner whose name begins with the letter I or J;
- The month of June for the owner whose name begins with the letter K or L;
- The month of July for the owner whose name begins with the letter M or N;
- The month of August for the owner whose name begins with the letter O or P;
- The month of September for the owner whose name begins with the letter Q or R;
- The month of October for the owner whose name begins with the letter S or T;
- The month of November for the owner whose name begins with the letter U, V, or W;
- The month of December for the owner whose name begins with the letter X, Y, or Z.

Vehicles that Weigh over 26,000 Pounds

All registrations for vehicles which weigh over 26,000 pounds must be renewed from December 1 through February 15.

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COUNTIES WITH YEAR-ROUND STAGGERED REGISTRATION (145 COUNTIES)

Appling	Dougherty	Lee	Telfair
Atkinson	Douglas	Liberty	Terrell
Bacon	Early	Lincoln	Thomas
Baker	Echols	Long	Tift
Baldwin	Effingham	Lowndes	Toombs
Banks	Elbert	Lumpkin	Towns
Barrow	Emanuel	Macon	Treutlen
Bartow	Evans	Madison	Troup
Berrien	Fannin	Marion	Twiggs
Bibb	Fayette	McDuffie	Union
Bleckley	Floyd	Meriwether	Upson
Brantley	Forsyth	Miller	Walker
Brooks	Franklin	Monroe	Walton
Bryan	Fulton	Montgomery	Ware
Bulloch	Gilmer'	Morgan	Warren
Burke	Glascok	Murray	Wayne
Butt	Glynn	Muscogee	Wheeler
Camden	Gordon	Newton	White
Candler	Grady	Oconee	Whitfield
Carroll	Greene	Oglethorpe	Wilkes
Catoosa	Gwinnett	Paulding	Wilkinson
Chatham	Habersham	Peach	Worth
Chattahoochee	Hall	Pickens	
Chattooga	Hancock	Pierce	
Cherokee	Haralson	Pike	
Clarke	Harris	Polk	
Clayton	Hart	Pulaski	
Clinch	Heard	Putnam	
Cobb	Henry	Quitman	
Coffee	Houston	Rabun	
Colquitt	Irwin*	Richmond	
Columbia	Jackson	Rockdale	
Cook	Jasper	Schley	
Coweta	Jeff Davis	Screven	
Crawford	Jefferson	Seminole	
Crisp	Jenkins	Spalding	
Dade	Johnson	Stephens	
Dawson	Jones	Sumter	
Decatur	Lamar	Taliaferro	
Dekalb	Lanier	Tattnall	
Dodge	Laurens	Taylor	

*Irwin County
effective date
January 1,2002

NON-STAGGERED REGISTRATION

For those counties that have adopted a non-staggered registration system, registration for all residents, including businesses, is January 1 through April 30.

Vehicles That Weigh Over 26,000 Pounds

All registrations for vehicles which weigh over 26,000 pounds must be renewed from December 1 through February 15.

MOTOR VEHICLE DIVISION MANUAL

COUNTIES WITH NON-STAGGERED REGISTRATION (13 COUNTIES)

Ben Hill	Irwin*	Turner
Calhoun	McIntosh	Washington
Charlton	Mitchell	Webster
Clay	Randolph	Wilcox
Dooly	Stewart	

* Effective January 1, 2002, Irwin county will adopt a year-round staggered registration system.

FOUR MONTH STAGGERED REGISTRATION

Talbot County has adopted a 4-month staggered registration system so license plates and registrations must be renewed as follows:

For Individuals Or Lessees That Are Not Businesses

<u>If month of birth* is:</u>	<u>Registration Period is:</u>
January, February or March	January 1 - January 31
April, May or June	February 1 - February 28**
July, August or September	March 1 - March 31
October, November, or December	April 1 - April 30

*Month of birth of the owner whose name appears first on the Certificate of Title or other record of ownership if the vehicle is not required to be titled.

** February 29 in a Leap Year.

For Businesses, Lessees That Are Businesses Or Entities That Are Not Individuals

January 1 – January 31: for the owner whose business name appears first on the Certificate of Title or other record of ownership if the vehicle is not required to be titled and whose name begins with A, B, C or D.

February 1 – February 28(February 29 in a Leap Year) for the owner whose business name appears first on the Certificate of Title or other record of ownership if the vehicle is not required to be titled and whose name begins with E, F, G, H, I, J or K.

March 1 – March 31: for the owner whose business name appears first on the Certificate of Title or other record of ownership if the vehicle is not required to be titled and whose name begins with L, M, N, O, P, Q or R.

April 1 – April 30: for the owner whose business name appears first on the Certificate of Title or other record of ownership if the vehicle is not required to be titled and whose name begins with S, T, U, V, W, X, Y or Z.

Vehicles that Weigh over 26,000 Pounds

All registrations for vehicles which weigh over 26,000 pounds must be renewed from December 1 through February 15.

No matter what the registration system, if the renewal deadline falls on a Saturday (unless the Tag Office is open on Saturday), Sunday or holiday, the deadline is the next business day.

MOTOR VEHICLE DIVISION MANUAL

RENEWAL DECALS

Renewal decals (also known as revalidation decals) are issued to most classes of license plates and the cost of a decal is the same as a license plate. Decals are not issued for vehicles that are issued government license plates, government motorcycle license plates, permanent trailer license plates, permanent trailer replacement license plates, dealer license plates, distributor license plates, manufacturer license plates, motorcycle dealer license plates or transporter license plates.

As long as the same person or business owns a trailer, which has been issued a permanent trailer license plate, the one-time tag fee for the permanent trailer license plate is \$48.00. If the trailer is sold or ownership transferred, the permanent trailer license plate is revoked. If the owner buys or acquires another trailer and wants to register the trailer with a permanent trailer license plate, the tag fee is \$48. If the new owner of the trailer that was sold or transferred wants to register the trailer with a permanent trailer license plate, the tag fee is \$48.00. Ad valorem taxes for trailers that are issued permanent trailer license plates must be paid from December 1 through February 15.

Permanent trailer license plates are not issued to the following trailers:

- Boat Trailers
- Utility Trailers
- Non-Commercial Cattle Trailers
- Non-Commercial Livestock Trailers

Permanent trailer license plates can be issued to the following trailers:

- Leased and rental trailers owned by and leased or rented out by a person, firm or corporation in the business of leasing or renting such trailers
- Trailers used in commercial logging
- Commercial trailers used for hauling unprocessed farm products
- Commercial Trailers

Decals, which are issued to renew registrations and license plates by county tag offices that do not use the statewide title and registration system are:

COUNTY SYSTEM

DECAL CLASS

	<u>FEE</u>
F + 1-7 numbers	\$ 25.00
G + 1-7 numbers	\$ 38.00
H + 1-7 numbers	\$ 220.00
L + 1-7 numbers	FREE
R + 1-7 numbers	\$ 12.00
W+ 1-7 numbers	\$ 20.00
Y + 1-7 numbers	\$ 8.00
Z + 1-7 numbers	FREE

The decals, issued by the County Tag offices that use the Georgia statewide title and registration system, GRATIS, are printed with the tag number. The fees are the same as the fees charged for decals issued by the county system.

MOTOR VEHICLE DIVISION MANUAL

Renewal decals are also issued for private or for-hire trucks or truck tractors, which weigh over 26,000 pounds. The cost of these decals is prorated based on the date the vehicle is put into service.

MOTOR VEHICLE DIVISION MANUAL

DECALS FOR TRUCKS/TRUCK TRACTORS WHICH WEIGH OVER 26,000 POUNDS

COUNTY SYSTEM

DECAL CLASS

PRIVATE – NOT FOR HIRE - TRUCKS AND TRUCK TRACTORS

	<u>FULL YR</u>	<u>3/4 YR</u>	<u>1/2 YR</u>	<u>1/4 YR</u>
	DEC 1	MAR 1	JUNE 1	SEP 1
PF decal	45.00	33.75	22.50	11.25
PG decal	70.00	52.50	35.00	17.50
PH decal	115.00	86.25	57.50	28.75
PI decal	190.00	142.50	95.00	47.50
PJ decal	300.00	225.00	150.00	75.00
PK decal	400.00	300.00	200.00	100.00
PW decal	31.00	23.25	15.50	7.75
PX decal	75.00	56.25	37.50	18.75
PZ decal	220.00	165.00	110.00	55.00

COUNTY SYSTEM

DECAL CLASS

COMMERCIAL – FOR HIRE - TRUCKS AND TRUCK TRACTORS

	<u>FULL YR</u>	<u>3/4 YR</u>	<u>1/2 YR</u>	<u>1/4 YR</u>
	DEC 1	MAR 1	JUNE 1	SEP 1
HF decal	85.00	63.75	42.50	21.25
HG decal	130.00	97.50	65.00	32.50
HH decal	215.00	161.25	107.50	53.75
HI decal	365.00	273.75	182.50	91.25
HJ decal	575.00	431.25	287.50	143.75
HK decal	725.00	543.75	362.50	181.25
HX decal	150.00	112.50	75.00	37.50

The decals issued by the county tag offices that use the statewide title and registration system, GRATIS, are printed with the tag number. The fees are the same as the fees charged for decals issued by the county system.

MOTOR VEHICLE DIVISION MANUAL

MOTOR VEHICLE DIVISION MANUAL

RENEWAL DECALS FOR BUSES

This fee schedule is not for school buses. This fee schedule is for motor buses or van-type vehicles used as a common or contract carrier for hire in public transportation hauling passengers.

Fees are per 100 pounds factory weight or fraction of a pound.

COUNTY SYSTEM - LIMITED DECAL - Route is 50 miles or less

	<u>D E C A L</u>	<u>DEC 1 Full YR</u>	<u>MAR 1 ¾ YR</u>	<u>JUNE 1 ½ YR</u>	<u>SEPT 1 ¼ YR</u>
10,000 lbs. Or Less	LA	\$0.95	\$0.7125	\$0.475	\$0.2375
10,001 lbs. To 15,000 lbs.	LB	\$1.375	\$1.031	\$0.6875	\$0.3438
15,001 lbs. To 20,000 lbs.	LC	\$1.725	\$1.2938	\$0.8625	\$0.4313
20,001 lbs. Or more					
Tag fee not to Exceed \$875	LD	\$1.875	\$1.4063	\$0.9375	\$0.4688

COUNTY SYSTEM -UNLIMITED DECAL - Route is more than 50 miles

	<u>D E C A L</u>	<u>DEC 1 Full YR</u>	<u>MAR 1 ¾ YR</u>	<u>JUNE 1 ½ YR</u>	<u>SEPT 1 ¼ YR</u>
10,000 lbs Or Less	UA	\$1.90	\$1.425	\$0.95	\$0.475
10,001 lbs. To 15,000 lbs.	UB	\$2.75	\$2.0625	\$1.375	\$0.6875
15,001 lbs. To 20,000 lbs.	UC	\$3.45	\$2.5875	\$1.725	\$0.8625
20,001 lbs. Or more					
Tag fee not to Exceed \$875	UD	\$3.75	\$2.8125	\$1.875	\$0.9375

The decals issued by the county tag offices that use the statewide title and registration system, GRATIS, are printed with the tag number. The fees are the same as the fees charged for decals issued by the county system.

VEHICLES PURCHASED FROM A GEORGIA MOTOR VEHICLE DEALER

Georgia motor vehicle dealers are required to issue temporary license plates to motor vehicle purchasers under certain conditions. Dealer temporary license plates are not purchased or stocked by the Motor Vehicle Division or County Tag Agents. Dealer temporary license plates must be purchased and stocked by licensed Georgia motor vehicle dealers.

Dealer temporary license plates are not issued for trailers and other vehicles that are not self-propelled; vehicles that must be registered under the provisions of the International Registration Plan (IRP); vehicles that are sold or transferred by salvage motor vehicle dealers; and vehicles on which total loss claims have been paid by insurers.

If the purchaser of a motor vehicle trades in a vehicle to the dealer at the time of purchase of another motor vehicle, a dealer temporary license plate must not be issued if the vehicle that was traded is the same classification of vehicle that is purchased and the vehicle that was traded has a current license plate. Under these conditions, the license plate must be removed from the vehicle that was traded and placed on the newly acquired vehicle until the transfer of registration and title have been applied for and issued.

A dealer temporary license plate must be issued free of charge (except for title application fees and registration fees if the dealer applies for the purchaser's license plate and registration) to the purchaser for 30 days and the temporary license plate must be displayed in the same space as the permanent metal plate is displayed on the motor vehicle. The dealer can not extend the expiration date of the temporary license plate.

Until June 1, 2001, the design of a dealer temporary license plate is as follows:

1. The dealer's name, location and telephone number may be printed on the temporary license plate.
2. The dealer temporary license plate can not look like any license plate issued by the State of Georgia.
3. The dealer temporary license plate must be made of heavy stock paper; the ink must be indelible and last without deterioration or fading for at least 30 days.
4. The month, day and year of expiration must be recorded on the license plate and it must be 30 days from the date of purchase. The month, day and year of expiration can be hand printed on the plate at the time of issue; but it must be printed in contrasting, indelible ink. The month of expiration can either be the month spelled out or the 3-alpha abbreviation for the month may be used.

MOTOR VEHICLE DIVISION MANUAL

Example: December 1-2001, December 1- 01 or Dec 1-2001, and Dec1-01, are acceptable but 12-1-2001 or 12-1-01 is not acceptable.

5. Each letter and/or number can not be less than $\frac{1}{4}$ of an inch wide and each letter and/or number can not be less than 1.5 inches high.

The dealer temporary license plate should be surrendered to the County Tag Agent when the metal plate/registration is issued. County Tag Agents are authorized to destroy any temporary dealer plates surrendered to them.

Effective June 1, 2001, the design of a dealer temporary license plate will be standardized based on rules that have been promulgated by the Motor Vehicle Division. These license plates must still be purchased and stocked by dealers; however, every dealer temporary license plate must be designed according to Administrative Rule and Regulation 560-10-17-.03.

Additional, comprehensive information concerning dealer temporary license plates including standard design requirements that are effective June 1, 2001, can be obtained from the following web addresses:

<http://www.ganet.org/rules/index.cgi?base=560/10/17/01>
<http://www.ganet.org/rules/index.cgi?base=560/10/17/02>
<http://www.ganet.org/rules/index.cgi?base=560/10/17/03>
<http://www.ganet.org/rules/index.cgi?base=560/10/17/04>
<http://www.ganet.org/rules/index.cgi?base=560/10/17/05>
<http://www.ganet.org/rules/index.cgi?base=560/10/17/06>

1. A dealer temporary license plate must be made of heavy stock paper that must resist deterioration or fading during its 30 days of use.
2. The dealer's name and address may be on the dealer temporary license plate.
3. The license plate must be the same size as the state's general issue license plate.
4. The dealer temporary license plate must have a place represented by a rectangular box on the license plate in dimensions of no less than 2 inches high and 8 inches wide to write the expiration month, day and year.
5. The month, day and year of expiration must be recorded on the license plate and it must be 30 days from the date of purchase. The month, day and year of expiration must be written using permanent ink or marker in black or dark blue.

MOTOR VEHICLE DIVISION MANUAL

The expiration date can not be written with pencil, ballpoint pen, or similar instrument. The month of expiration can either be the month spelled out or the 3-alpha abbreviation for the month may be used.

Example: December 1-2001, December 1- 01 or Dec 1-2001, and Dec 1-01 are acceptable, but 12-1-2001 or 12-1-01 is not acceptable.

APPLICATION TO EXTEND INITIAL REGISTRATION PERIOD

If the dealer has not provided the purchaser with a title or proof of title within five (5) business days prior to the expiration date of the dealer temporary license plate so that the purchaser can register the vehicle and obtain a license plate, the purchaser's County Tag Agent may grant one 30-day extension of the initial registration period. The 'initial registration period' is the 30-day period immediately following the date of purchase of a new or used motor vehicle.

To apply to extend the initial registration period, the **purchaser** must do the following:

1. The purchaser must complete Form T-226, "Application to Extend Initial Registration Period for a Motor Vehicle Purchased from a Georgia Motor Vehicle Dealer". This form can be typed, legibly hand-printed, or electronically completed and printed and signed by the vehicle owner. If the vehicle is jointly owned, only one owner has to sign the form.
2. The form must be submitted to the County Tag Agent in the county where the purchaser resides. If the vehicle is used in connection with an established business, then the form must be submitted to the County Tag Agent where the business is located.
3. Form T-226 must be submitted with a copy of the Dealer's Invoice of Sale and the Dealer's temporary license plate that was issued by a Georgia motor vehicle dealer.

To extend the initial registration period, the **County Tag Agent** must do the following:

1. The County Tag Agent should review Form T-226 to make sure it is completed in its entirety and that it is submitted with a copy of the Dealer's Invoice of Sale and the Dealer's temporary license plate that was issued by the Georgia motor vehicle dealer that sold the vehicle.
2. The County Tag Agent should check the GRATIS system to determine if a title has been processed in the owner's name on the T-226 form. If a title has been processed in the owner's name applying for extension of the initial registration period, then the vehicle registration fees and applicable ad valorem taxes should be collected to register the vehicle and issue a license plate.
3. If there is no title record in the purchaser's name on GRATIS, the County Tag Agent should issue a 30-Day County Tag Agent Temporary Operating Permit. The County Tag Agent Temporary operating permit must be issued with an expiration date that is 30 days from the expiration date of the dealer temporary license plate. The month, day and year of expiration must be written with blue or black marker.

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There is no charge for the issue of the 30-Day County Tag Agent Temporary Operating Permit.

Retention of Form T-226 and the Dealer's Invoice of Sale is at the discretion of the County Tag Agent. Dealer temporary license plates collected by the County Tag Agent should be discarded.

The County Tag Agent does not issue the 90-day temporary operation permit to extend an initial registration period. The 90-day temporary operation permit is issued when a license plate classification is not in the County Tag Agent's inventory.

WHEN YOU SELL OR TRANSFER A MOTOR VEHICLE

All license plates are issued to the owner of a motor vehicle; therefore, when an owner sells or transfers ownership of a vehicle, the owner must remove the license plate from the vehicle prior to the sale or transfer of a vehicle.

Current, annual and five-year license plates and revalidation decals must be transferred from one vehicle you sell or transfer to another vehicle of the same class you buy or acquire. The license plate is transferable to another vehicle the same owner acquires as long as the vehicle, which is subsequently acquired, requires the same classification of license plate as the vehicle, which was sold or transferred. For example, if you sell a car and buy a truck that weighs less than 14,000 pounds, you must transfer the license plate and registration from the car to the truck because the car and the truck weighing less than 14,000 pounds are issued the same classification of license plate. However, if you sell a car and buy a trailer you can not transfer the license plate and registration from the car to the trailer because the car and trailer are issued different classifications of license plates.

A permanent trailer license plate or permanent trailer replacement license plate can not be transferred to another trailer.

A current registration and license plate means that the month and year of expiration has not yet occurred. Refer to the next page for transfer instructions if the license plate is expired - month and year of expiration has occurred.

SEVEN (7) GENERAL RULES OF THUMB:

1. REMOVE THE LICENSE PLATE FROM A VEHICLE BEFORE YOU SELL THE VEHICLE.
2. If you buy a vehicle that is registered in Georgia, make sure the seller provides you with a copy of the vehicle's registration and the original certificate of title which the seller has assigned to you if the vehicle is required to be titled.
3. If you sell a vehicle that is registered in Georgia, make sure you provide the purchaser with a copy of the vehicle's registration and the original certificate of title which you assign to the purchaser if the vehicle is required to be titled.
4. If a vehicle is not required to be titled, provide the purchaser with a copy of the vehicle's registration and a bill of sale.
5. If a vehicle is not required to be titled, make sure the seller provides you with a copy of the vehicle's registration and a Bill of Sale.

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6. If you buy a vehicle and the previous owner's license plate has been left on the vehicle, please try to return the license plate to the previous owner. If this is not possible, you must surrender the license plate to your county tag agent when you apply for registration of the vehicle in your name.
7. If the County Tag Agent verifies current registration information on the Statewide Registration and Title Information System, GRATIS, copies of registrations are not required.

TRANSFER OF A LICENSE PLATE/REGISTRATION CERTIFICATE

In order to transfer a current registration and license plate from a vehicle you no longer own to another vehicle you bought or acquired, the following must be submitted to the county tag agent in the county in which you reside:

1. MV-1 tag and title application must be completed in its entirety including the insurance company name and policy number.
2. One of the following:
 - a) An assigned certificate of title if the vehicle is required to have a title; or
 - b) A bill of sale and Certificate of Registration from the previous owner if the vehicle is not required to have a title. If previous owner's Certificate of Registration is not submitted, County Tag Agent must verify registration by inquiry into GRATIS.
3. Proof, in counties having emission requirements, that the vehicle has passed the emission's inspection
4. Certificate of registration for the license plate you are transferring to the newly acquired vehicle or verification by the County Tag Agent that the tag you are transferring is issued to you. Verification by County Tag Agent = inquiry into GRATIS.
5. \$18.00 title application fee if vehicle is required to be titled and \$5.00 transfer fee. If the class of license plate being transferred is not charged a license plate fee by law, then a \$5.00 transfer fee is not charged.

If the license plate and registration have **expired** (month and year of expiration on the certificate of registration have already passed), for a vehicle you no longer own and subsequently buy or acquire a vehicle which requires the same classification of license plate as the vehicle you no longer own, the license plate and registration must be transferred to the newly acquired vehicle at the county tag office in the county in which you reside by submitting the following:

1. MV-1 tag and title application must be completed in its entirety including the insurance company name and policy number.
2. One of the following:
 - a) An assigned certificate of title if the vehicle is required to have a title; or
 - b) A bill of sale and certificate of registration from the previous owner if the vehicle is not required to have a title. If previous owner's Certificate of Registration is not submitted, County Tag Agent must verify registration by inquiry into GRATIS.
3. Proof, in counties having emission requirements, that the newly acquired vehicle has passed the emission's inspection
4. Certificate of registration for the license plate you are transferring to the newly acquired vehicle or verification by the County Tag Agent that the tag you are transferring is issued to you. Verification by County Tag Agent = inquiry into GRATIS.
5. \$18.00 title application fee if vehicle is required to be titled; applicable license plate/renewal decal fee; and applicable ad Valorem taxes. If the class of

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license plate being transferred is not charged a license plate fee by law, then a tag fee is not charged.

Form MV-1 can be completed electronically and printed for submission to your county tag agent. The form may be accessed from the following web site:

<http://www/dmv.state.ga.us/>

See the section, "Vehicles Purchased from a Georgia Motor Vehicle Dealer", for additional information.

ASSIGNMENT OF REGISTRATION CERTIFICATE

When transferring a license plate from one vehicle to another vehicle, the previous owner's tag receipt does not have to be assigned as long as the County Tag Agent is accepting a title application for the newly acquired vehicle or a bill of sale if the vehicle is not required to be titled. In order to verify registration information for a specific license plate, the County Tag Agent may verify this information from registration information updated to GRATIS.

REPLACEMENT LICENSE PLATE AND/OR RENEWAL DECAL

ORIGINAL LICENSE PLATE AND/OR RENEWAL DECAL LOST, STOLEN OR MUTILATED

A replacement license plate and/or renewal decal can be obtained when a current license plate and/or renewal decal has been lost, stolen or mutilated by submitting the following documents to the Local County Tag Office.

1. Form MV-7 or MV-1 must be submitted in the same name (s) as the current license plate and/or renewal decal was issued. This application must be typed, electronically completed and printed, in full giving complete vehicle information, owner information and insurance information. Form must be signed by the applicant exactly as the name was typed. This form must also reflect the tag number and/or the decal number which has been lost, stolen or mutilated. If the application is in a company's name, an authorized representative of the company must sign the application and the company's name must be shown above the authorized signature. The insurance company name and policy number must be shown on this application in the spaces provided (motorcycles and trailers are exempt from this requirement). A post office box number may be shown as the mailing address as long as a street address or rural route address is shown.
2. If the license plate/renewal decal was lost or stolen, it must be reported to the police department and a copy of the police report must accompany the application for replacement license plate/renewal decal. The MV-7 or MV-1 application will not be processed without a copy of the police report unless the license plate/renewal decal is mutilated and not lost or stolen. In lieu of a police report, a mutilated license plate/renewal decal must be surrendered to the county tag agent. If a copy of the police report can not be obtained, Form T-185 (Report of lost, stolen or mutilated license plate and/or renewal decal or Georgia IRP license plate) must be submitted.
3. The replacement tag/decal fee of \$8.00 must be submitted.

If an IRP license plate is lost, stolen or mutilated, the application for replacement must be submitted to the IRP section of the Motor Vehicle Division.

Once the replacement license plate/renewal decal is issued, the tag office will mail/give the owner's registration certificate to the applicant along with the replacement license plate/renewal decal. County tag agents using county systems shall issue a "Y" decal and a license plate if both were lost, stolen or mutilated. If the decal was lost, stolen or mutilated then the agent using county systems shall issue a "Y" decal only.

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The agent retains \$1.00 for every replacement license plate and/or renewal decal issued where a \$8.00 replacement tag/decal fee is paid.

The decals issued by the county tag offices that use the statewide title and registration system, GRATIS, are printed with the tag number. The fees are the same as the fees charged for decals issued by the county system.

LICENSE PLATES/RENEWAL DECAL LOST IN MAIL

If the license plate and/or renewal decal has been lost in the mail prior to receipt by the registered owner, a replacement license plate and/or renewal decal is issued without charge under certain conditions.

The owner must report the non-receipt of the license plate/renewal decal to law enforcement and a copy of the police report must be submitted with the application for replacement license plate and/or renewal decal. In the case of non-receipt by mail, the owner can not be charged a fee by law enforcement for a copy of the police report.

If a license plate/renewal decal was lost in the mail, the owner must apply for a replacement license plate and/or renewal decal within 90 days of mailing by submitting the following to the County Tag Agent if the agent mailed the original license plate and/or renewal decal:

1. An MV-1 application must be submitted. This application must be typed electronically completed and printed or legibly hand printed in its entirety and signed by the owner.
2. Form T-200 must be completed and submitted.
3. A copy of the police report where the owner reported the license plate and/or renewal decal as lost in the mail must be submitted. If a copy of a police report can not be obtained, then Form T-185 (Report of lost, stolen or mutilated license plate and/or renewal decal or Georgia IRP license plate) must be submitted.
4. If the owner's county of residence has changed since the mailing of the original license plate and/or renewal decal, then the County tag agent which issued the original license plate/renewal decal must provide the date the license plate/renewal decal was mailed.

The County Tag Agent using a county system shall issue a "Z" decal and a license plate if both items were lost in the mail. If the decal was lost in the mail, then the County Tag Agent using the county system, shall issue a "Z" decal only. A fee is not charged and the agent shall not retain an agent's fee for the issuance of a "Z" decal.

A replacement license plate and/or renewal decal which was lost in the mail must be applied for within 90 days of the mailing of the license plate and/or renewal decal. If it has been more than 90 days since the license plate was mailed, the owner must apply for a replacement license plate and/or renewal decal and pay the \$8.00 replacement license plate and/or renewal decal fee. These procedures are noted in the section of the manual that immediately precedes this one.

<p>The decals issued by the county tag offices that use the statewide title and registration system, GRATIS, are printed with the tag number. Any fees charged are the same as the fees charged for decals issued by the county system.</p>

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It is unlawful to make a false report required by the State Revenue Commissioner or Tag Agent. If a false report is made to the State Revenue Commissioner or a Tag Agent, upon the first conviction, punishment will be a fine of not less than \$25 nor more than \$100; and, upon a second or subsequent conviction, by a fine of not less than \$25 nor more than \$500, or by imprisonment for not more than 30 days, or both.

If an IRP license plate is not received in the mail, the application for replacement must be submitted to the IRP section of the Motor Vehicle Division.

CORRECTIONS TO RENEWAL NOTICES

If the counties' budgets allow, County Tag Offices mail renewal notices, also referred to as pre-bills, to county residents in time for the renewal of motor vehicle registrations. The renewal notices include a breakdown of the fees and taxes that must be paid to renew owners' registrations. If a county has the budget to process renewals by mail, a self-addressed envelope is also included for convenience in returning the renewal payment and notice.

Motor vehicle owners are encouraged to renew their motor vehicle registrations by mail. As a general rule, a renewal is processed in less than a week of receipt of your payment and notice.

Sometimes, despite all our efforts, renewal notices contain incorrect information. If you receive a renewal notice for a vehicle that you do not own, throw it away.

Counties that mail renewal notices and use the statewide system (GRATIS) to process tag and title transactions mail a one-(1) part, laser printed renewal notice with dimensions of 8 1/4 inches wide and 7 inches long. If you receive a vehicle renewal notice with incorrect information, first follow the instructions that may appear on the front of the notice in the 'Message from your Tax Commissioner' area. If there are no instruction in this area, call your County Tax Commissioner for instructions.

Counties that mail renewal notices and use county systems to process tag and title transactions may mail a three-(3) part renewal notice, Form MV-1A or MV-1C, with dimensions without perforations of 7 1/2 inches wide and 5 1/2 inches long. If you receive a vehicle renewal notice with incorrect information, follow the instructions that may have been included with your renewal notice .

If specific instructions are not included with Form MV-1A or MV-1C, do not use an eraser or correction fluid to correct the renewal notice. If the renewal notice is produced with incorrect vehicle, tag or owner's information, contact your County tag office to obtain another renewal notice.

If the renewal notice has the correct vehicle, tag and owner's information, corrections to other information can be made by drawing or typing a line through the incorrect information. The correct information should be typed or legibly hand-printed above the incorrect information. If we have printed the renewal notice omitting some critical information, add the information by either typing or legibly hand-printing the information in the applicable area of the form.

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If the incorrect address is shown, correct the renewal notice as follows:

241 Main Street
~~124 Main Street~~

If we have omitted an apartment or suite number or some other critical information from the renewal notice, add the information to the applicable area of the renewal notice as follows and underline the added information.

124 Main Street Apt 2B
124 Main Street Suite 901

If the birthday of the first owner printed on the renewal notice is incorrect, correct the renewal notice as follows:

05-08-1951
~~05-07-00~~

If the first owner printed on the renewal notice is a business and a birthday is printed on the renewal notice, put an 'X' in the box that says "Put 'X' here if registering business" and line through the birthday printed on the form as follows:

~~02-15-31~~

If the tag number, manufacturer's id number or owner's name is incorrect, please contact your county to see if they are able to send you another renewal notice. If a form needs to be completed and if you are Web active, access the following web site: <http://www2.state.ga.us/departments/dmvs/forms/>

Click on the link to Form MV-1. Complete the form on-line, print the form and submit to your County Tag Office along with your payment.

ISSUANCE OF A CORRECTED CERTIFICATE OF REGISTRATION

In order for a registration certificate to be corrected, the following documents must be submitted to the County Tag Office*:

1. An MV-1, application must be completed in detail or electronically completed and printed showing the correct information and submitted. This application must be typed in full and signed by the owner(s) exactly as typed.
2. The owner's registration certificate which reflects incorrect information must be submitted.
3. A MV-18 (Affidavit of Correction) must be completed showing the requested corrections and submitted. This form must be signed by the applicant(s).
4. If a vehicle is jointly owned, the birthday of the first owner as reflected on the certificate of registration will not be corrected to reflect the birthday of the other owner.

Currently there is no charge to issue a corrected certificate of registration. Some corrections cannot be made, especially if the error is in the last several digits of the vehicle identification number which would indicate an entirely different vehicle. Should research of the Motor Vehicle Division's files indicate that the incorrect information as reflected on the owner's registration is for an entirely different vehicle than the vehicle for which the owner is attempting to obtain a corrected registration, the owner's registration and license plate and/or decal must be surrendered to the Motor Vehicle Division and a new license plate and registration must be obtained from the Motor Vehicle Division.

*County tag offices that use GRATIS will issue a Certificate of Registration with the correct information and update the statewide database.

County tag offices that use county systems will issue a Certificate of Registration with the correct information; however, the County Tag Agent must send the original, validated application, incorrect owner's Certificate of Registration and MV-18 (Affidavit of Correction) to:

Attn: County Tag and Title
Motor Vehicle Division
P. O. Box 740381
Atlanta, GA 30374-0381

The Motor Vehicle Division must update the statewide system with the correct information.

"REPLACEMENT REGISTRATION CERTIFICATE"

If a registration certificate is lost, stolen, mutilated or destroyed or becomes illegible, any dealer or owner of a vehicle may apply to any County Tag Agent for a "replacement" of the last registration certificate issued to the previous owner or current owner for that vehicle.

The following procedures must be followed when issuing a Replacement Certificate of Registration:

1. A completed MV-5 application must be submitted to any County Tag Office in the same name(s) as the current registration certificate. This application must be typed in full or completed electronically and printed and signed. This form must also reflect the tag number and renewal decal number issued to the vehicle. If the application is in a company's name, the application must be signed by an authorized representative of the company and the company's name must be shown above the signature. The insurance company's name and policy number must also be shown on the application in the spaces provided (motorcycles and trailer registrations are not required to reflect this information).

DEALERS: The dealer is required to sign the application in space provided and record their current Master Tag Number and Permanent ID number assigned by the Motor Vehicle Division. . Master Dealer Tag Numbers begin with two alphas "DL" with up to five-(5) numbers.- For example, DL1000. The plate type for dealer tags is "DL".

CURRENT OWNER, VEHICLE IS REGISTERED IN THE PREVIOUS OWNER'S NAME: The current owner must complete an MV-5 application in the previous owner's name and provide proof of ownership, and current certificate of title assigned to the current owner or a bill of sale if the vehicle is not required to be titled. The current owner will be required to sign in space provided his or her signature(s) and the words "current owner", must be recorded next to his or her signature(s).

2. The replacement registration certificate fee of \$1.00 must be submitted along with the MV-5 replacement application.
3. The County is not required to report the issuance of replacement registration certificates to the Motor Vehicle Division and the County retains the \$1.00 fee.

**DEALER, MANUFACTURER, TRANSPORTER, MOTORCYCLE DEALER
OR DISTRIBUTOR LICENSE PLATES**

Prior to submitting application (s) for dealer license plates, independent dealers (used car dealers) are required to register with:

State Board of Registration of Used Motor Vehicle Dealers
and Used Motor Vehicle Parts Dealers
237 Coliseum Drive
Macon, GA 31217-3858

You can access their web site at: <http://www.sos.state.ga.us/ebd-usedcar/>

Motorcycle dealers, trailer dealers and franchise dealers(new car dealers) are not required to be registered with the State Board of Registration of Used Car Dealers. Mobile home dealers must be registered with the State Fire Marshal's Office.

After registering with the above (when applicable), a Dealer, Manufacturer, Transporter or Distributor must obtain a Dealer, Manufacturer, Transporter or Distributor license plate by completing an MV-6 application in detail. This application must be typed or electronically completed and printed, and signed by the dealer or person authorized to sign for the dealership. In addition, the Georgia sales tax number must be recorded on the MV-6 application. The name and address on the MV-6 application must agree with the name shown on the license issued by the Used Car Board or State Fire Marshal's Office (when applicable). This application must be submitted to the Motor Vehicle Division together with a copy of the license issued by the Used Car Board or State Fire Marshal's Office and a copy of the Sales Tax Certificate issued by the Department of Revenue along with a check for \$62.00. If additional license plates are desired, a completed MV-6 application and the fee of \$12.00 must be submitted for each additional license plate desired. Applications for these plates are submitted to the Motor Vehicle Division.

Separate Dealer's license plates must be obtained for each place of business even though they may have the same name.

Dealer/Manufacturer/Transporter/Distributor license plates must be obtained every two years. Current plates expire December 31, 2001. Subsequent expiration dates are December 31, 2001, December 31, 2005, etc.

MOTOR VEHICLE DIVISION MANUAL

No dealer may use or permit to be used a dealer's number for private use or on cars for hire or for lease. A dealer may use or permit to be used a dealer's tag for private use on vehicles owned by the dealership, regardless of whether such vehicle has been issued a certificate of title or registered, when the vehicles are operated by an employee or corporate officer of the dealer. A dealer tag used by an employee or officer shall allow them to operate the dealer's vehicle on the streets and highways as long as the dealer's tag is on the dealer's vehicle. The employee or corporate officer is not allowed to operate a vehicle not owned by the dealership with a dealer's license plate. The manufacturer or distributor license plate can also be used on vehicles owned by the manufacturer or distributor in the same manner as is allowed for the dealer license plate; however, manufacturer and distributor license plate use is limited to no longer than six (6) months on the streets or highways per vehicle. Persons or entities in the business of transporting vehicles for others can be issued transporter's license plates; however, transporter license plates can only be used on vehicles which are being transported under the vehicle's own power.

GOVERNMENT/GOVERNMENT MOTORCYCLE LICENSE PLATES

A Government license plate may be obtained for any motor vehicle owned by the State of Georgia or any municipality or other political subdivision of this State which is used exclusively for government functions. Government license plates are not issued month or year of expiration decals. Once issued, these license plates are good until the next tag cycle. Government license plates will be reissued in 2004 which is the next tag cycle. In the last few months before a new tag cycle, notification to renew will be sent to government agencies that have vehicles registered with government or government motorcycle license plates.

The following documents and fees must be submitted to the County Tag Agent in the county where the vehicle is based:

1. An MV-1 application must be typed or electronically completed and printed in detail. This application must be signed by an authorized representative of the agency. At the time of application, a request for a Government vehicle or Government motorcycle license plate must be made.
2. If the vehicle is required to be titled and a title has not yet been issued in the agency's name, the Manufacturer's Statement of Origin or title assigned to the agency must be submitted. The tag fee of \$1.00 and an \$18.00 title application fee(if applicable) must also be submitted.

The Tag Agent will issue a license plate and government unit designator which is affixed to the government license plate to identify the type of governmental unit which operates the vehicle: Authority, County, City, State or Board. For counties using county systems, government tag sales are reported on the MVA-13A tag report series.

Government license plates are transferable from a vehicle the agency disposes of to another vehicle the Agency acquires or, they are transferable from one government agency to another government agency. If the vehicle is transferred to another government agency, the government license plate may be transferred or the government agency acquiring the vehicle may purchase another government license plate.

If the Government License Plate is lost or stolen, an application for a new Government License Plate accompanied by a copy of the police report must be submitted with the fee of \$1.00 to the County Tag Office.

County Tag Agents:

The county tag agent is authorized a \$1.00 agent's fee for each government tag issued; therefore, the Motor Vehicle Division does not receive any money for the sale/issuance of a government/government motorcycle license plate.

MOTOR VEHICLE DIVISION MANUAL

No fee is charged for the transfer of a government/government motorcycle license plate; therefore the County Tag Agent does not retain an agent's fee for the transfer of these license plates.

SPECIAL PRESTIGE LICENSE PLATES

Special Prestige license plates for cars or trucks that weigh less than 14,000 pounds may have a maximum of six (6) letters or a combination of numbers and letters that total six (6) including spaces. Special prestige license plate combinations can not have the same pattern of letters and numbers as regular license plates, e.g., three (3) numbers and three (3) letters, three (3) letters and three (3) numbers, four (4) numbers and two (2) letters or two (2) letters and four (4) numbers. Special Prestige license plates for motorcycles may have a maximum of five (5) letters or a combination of numbers and letters that total five (5) including spaces.

An application for a special prestige license plate and the \$25.00 manufacturing fee may be sent directly to the Motor Vehicle Division; however, since an owner must pay taxes and tag fees to the County Tag Agent, owners are encouraged to apply for special prestige license plates through their County Tag Agent.

If you live in a county that uses the statewide tag and title system, GRATIS, the following must be submitted to the County Tag Office in the county in which you live to apply for a special prestige license plate during your registration period:

1. An MV-9B application should be completed and submitted to the county tag office along with a check or money order made payable to the Office of the Tax Commissioner. Payment must include the following: \$25.00 manufacturing fee (unless proof is submitted that the fee has been paid) , \$25.00 special tag fee, \$20.00 tag fee (\$12.00 tag fee for a non-commercial trailer), ad valorem taxes and any penalties that may be due. The MV-9B application must be completed in the name(s) of the vehicle owner. Six choices may be shown on the MV-9B application. The first available choice will be approved. If none of the choices are available, a regular series license plate will be issued. The manufacturing fee and special tag fee will be refunded if all choices are unavailable.
2. If the applicant owns several vehicles, a separate MV-9B form must be completed with choices for each vehicle.

If the Tag Agent has the Special Prestige license plate in inventory, then the Agent will issue the Special Prestige license plate.

If the Special Prestige license plate is not in the Tag Agent Inventory, the Tag Agent will issue a Temporary Operation Permit to the owner. Once the tag is manufactured, the Motor Vehicle Division will send the license plate and certificate of registration to the owner.

If an original Special Prestige license plate is lost or stolen, a regular issue license plate will be issued by the County Tag Agent upon receipt of a properly completed MV-7 application, a copy of the police report and the fee of \$8.00.

MOTOR VEHICLE DIVISION MANUAL

If the Special Prestige license plate was ordered by an owner that lived in one county and now resides in a different county, the County Tag Office should telephone the County Tag Agent in the county that the applicant moved from and request the special prestige license plate be forwarded to the current county of residence.

If you live in a county that uses a county system and not the statewide tag and title system, the following must be submitted to the County Tag Office in the county in which you live to apply for a special prestige license plate during your registration period:

1. An MV-9B application should be completed and submitted to the county tag office along with a check or money order made payable to the Office of the Tax Commissioner. Payment must include the following: \$25.00 manufacturing fee (unless proof is submitted that the fee has been paid) \$25.00 special tag fee, \$20.00 tag fee (\$12.00 tag fee for a non-commercial trailer), ad valorem taxes and any penalties that may be due. The MV-9B application must be completed in the name(s) of the vehicle owner. Six choices may be shown on the MV-9B application. The first available choice will be approved by the Motor Vehicle Division when it receives the application from the county. If none of the choices are available, a regular series license plate will be issued. A refund of the manufacturing fee and special tag fee will be sent to the owner under separate cover.
2. Tag Application MV-1, or the vehicle's renewal notice must be completed in detail. The application must be typed in full or electronically completed and printed and signed by the applicant(s). The application must be in the same name as shown on the approved MV-9B form. If the vehicle to be registered is jointly owned, one of the vehicle owners must be the applicant approved for the special prestige license plate.
3. If the applicant owns more than one vehicle, a separate MV-9B form must be completed with choices for each vehicle.

If the Special Prestige license plate was ordered by an owner that lived in one county and now resides in a different county, the County Tag Office should telephone the County Tag Agent in the county that the applicant moved from and request the special prestige license plate be forwarded to the current county of residence with applicable parts of form MV-103A completed.

If the Special Prestige license plate is not in the County Tag Agent's inventory, a Temporary Operation Permit will be issued to the applicant. The tag agent will forward the MV-9B form, all parts of the tag application and top copy of the Temporary Operation Permit to the Motor Vehicle Division with an MVA-14 tag report series. The Motor Vehicle Division will approve the first tag combination that is available. After the tag is manufactured, it will be sent to the owner with a certificate of registration.

MOTOR VEHICLE DIVISION MANUAL

Without the manufacturing fees, special tag fees and ad valorem taxes, a special prestige license plate for a car, truck weighing less than 14,000 pounds or motorcycle requires a "W" decal which is issued for \$20.00. The plate type for a special prestige license plate issued for a car or truck is "PR". The plate type for a special prestige license plate issued for a motorcycle is "PM". A special prestige license plate for a non-commercial trailer requires an "R" decal which is issued for \$12.00. The plate type for a special prestige license plate issued for a non-commercial trailer is "PR". The County Tag Agent retains \$1.00 of each tag fee as an agent's fee. No agent's fee is retained from the manufacturing fee or the special tag fee.

If an original Special Prestige license plate is lost or stolen, a regular issue license plate will be issued by the County Tag Agent upon receipt of a properly completed MV-7 application, a copy of the police report and the fee of \$8.00.

**ORGANIZATION, INSTITUTION, ASSOCIATION or GROUP COMMEMORATIVE
LICENSE PLATE**

**Available Organization, Institution, Association or Group Commemorative
License Plates**

Currently, the following license plates are issued to commemorate certain organizations, institutions, associations or groups because the organizations, institutions, associations or groups sponsoring the license plates met the requirements of law, rules and regulations.

Georgia Council of Deliberation	"DB" Plate Type
Seminole Club	"SE" Plate Type
Sons of Confederate Veterans	"CV" Plate Type
Wildflower	"WF" Plate Type

A Georgia resident must submit the following documents and fees to the County Tag Office in the county in which they live to apply for one of these license plates during the vehicle owner's registration period:

MV-1 tag application or the vehicle's renewal notice must be submitted. The application must be typed in full or electronically completed and printed and signed by the vehicle's owner. If the vehicle is jointly owned, the application must be completed in both owners' names.

If the applicant applies in person, the applicant must tell the County Tag Office employee which license plate he or she wants. If the applicant applies by mail, the applicant must attach a note to the application that indicates the license plate he or she wants.

A check or money order made payable to the Office of the Tax Commissioner must be remitted as follows: \$25.00 manufacturing fee (unless proof is submitted that the fee has been paid); \$25.00 special tag fee; \$20.00 tag fee or \$12.00 tag fee for a non-commercial trailer and ad valorem taxes.

If the applicant owns more than one vehicle and wants one of these license plates for every vehicle owned, steps 1-3 must be followed for each vehicle.

If the license plate is in the Tag Agent inventory, the Agent will issue the license plate and registration. County Tag Agents using county systems will report the issuance of the license plate and renewal decal on the MVA-13A tag report series. The Tag Agent retains \$1.00 of each tag fee as an agent's fee. No agent's fee is retained from the manufacturing fee or the special tag fee.

MOTOR VEHICLE DIVISION MANUAL

If the license plate is not in the Tag Agent inventory, the Agent will issue a Temporary Operation Permit to the owner. County Tag Agents using county systems will forward the MV-1 tag application, the top copy of the Temporary Operation permit, the note indicating which tag is requested and all tag fees with an MVA-14 tag report to the Motor Vehicle Division. The Tag Agent retains \$1.00 of each tag fee as an agent's fee. No agent's fee is retained from the manufacturing fee or the special tag fee. The Motor Vehicle Division will mail the license plate and certificate of registration to the applicant.

Application Process for Organizations, Institutions, Associations or Groups

Any Georgia organization, institution, association or group that wants a special license plate manufactured to commemorate their organization; institution, association or group must submit Form T-212 to:

Deputy Commissioner/Organization Tag Request
Motor Vehicle Division/Room 1114
PO Box 740381
Atlanta, Georgia 30374-0381

Each resident, motor vehicle owner that wants a license plate commemorating an organization, institution, association or group must submit the \$25.00 manufacturing fee with Form MV-9Q to the Georgia organization, institution, association or group sponsoring the efforts to provide for a special license plate.

For complete requirements, please refer to the instructions for Form T-212 and Form MV-9Q located at the back of this manual.

TRANSFER OF SPECIAL LICENSE PLATES

Special license plates, including special prestige license plates may only be transferred from one vehicle, an owner or joint owners has sold or otherwise disposed of, to another vehicle the same owner or joint owners acquire as long as the vehicle which was sold or otherwise disposed of requires the same class of license plate as the newly acquired vehicle.

For purposes of this topic, special license plates include:

Alternative Fuel
Amateur Radio
Certified Firefighter
Chosin Reservoir Campaign
College or University
Disabled Athletes
Disabled Person
Disabled Veteran (Free)
Disabled Veteran (Paid)
Former Prisoner of War
Hobby Antique
Honorary Consul
Judge of the Court of Appeals
Justice of the Supreme Court
Medal of Honor
Georgia National Guard
Pearl Harbor Survivor
Prestige
Prestige Motorcycle
Purple Heart
Retired Veteran
Sheriff
Shrine Hospitals
Speaker of the House
Special Prestige
State Representative
State Senator
United States Representative
United States Reserve
United States Senator
Veteran of Korean War
Veteran of Operation Desert Storm
Veteran of Vietnam War
Veteran of World War I
Veteran of World War II

MOTOR VEHICLE DIVISION MANUAL

In order to transfer a Special license plate from one vehicle an owner or joint owners

have sold or transferred to another vehicle the owner or joint owners acquire, the following documents must be submitted to the County Tag Agent:

1. An MV-1 application must be completed in full reflecting the new vehicle information. This application must be typed or electronically completed and printed and signed by the owner.
2. The current year registration certificate or a copy of the registration for the vehicle which is no longer owned must be submitted if the registration information for the vehicle that has been disposed of is not verified by inquiry into GRATIS.
3. The transfer fee of \$5.00 must be submitted. If the license plate is classified a "free tag", a transfer fee is not paid.
4. Application for title, supporting documents and title application fees if newly acquired vehicle is required to be titled.

For counties using county systems, the original tag application and the \$5.00 transfer fee less the \$1.00 agent's fee should be remitted with the MVA-13A tag report series. A County Tag Agent does not retain an agent's fee for the transfer of a license plate which is classified as a "free tag".

FORMER PRISONER OF WAR LICENSE PLATE

One Former Prisoner of War license plate may be issued free to an eligible applicant for a vehicle the applicant owns or owns jointly with another person. The qualifications are as follows:

1. Any resident veteran of the Armed Forces of the United States who was discharged under honorable conditions and who was captured and held prisoner by forces hostile to the United States while serving in the Armed Forces of the United States in World War I, World War II, the Korean War, Vietnam or Operation Desert Storm is eligible for one free Former Prisoner of War License Plate.
2. The resident spouse of a deceased former prisoner of war is eligible for one free former prisoner of war license plate as long as the spouse does not remarry.

The applicant submits the following to his county tag agent:

1. An MV-1 application must be submitted. This application must be completed in detail, typed in full or electronically completed and printed and signed by the owner. The drivers license number or Social Security number of the Former Prisoner of War must be recorded.
2. A letter from the U.S. Department of Veterans Affairs or from the State Department of Veterans' Services or DD-214 form must be submitted verifying that the applicant was a Prisoner of War.

If the free license plate is in the Tag Agent's inventory, the County Tag Agent will issue the license plate. If the license plate is in the Tag Agent's inventory that uses a county system, the Tag Agent will issue the license plate and include the tag application with the MVA-13A tag report series. No tag fee or agent's fee is collected or retained for the free license plate.

Additional Former Prisoner of War license plates may be obtained by submitting the following to the county tag agent:

1. An MV-1 application must be submitted. This application must be completed in detail, typed in full or electronically completed and printed and signed by the owner reflecting the drivers license number or Social Security number of the Former Prisoner of War.
2. A letter from the U.S. Department of Veterans Affairs or from the State Department of Veterans' Services or DD-214 form must be submitted verifying that the applicant was a Prisoner of War.
3. Applicable ad valorem taxes and tag fee must be submitted. Tag fee is \$20.00 for a car or truck weighing less than 14,000 pounds. Tag fee is \$12.00 for a non-commercial trailer.

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If an additional former prisoner of war license plate is requested, the Tag Agent issues a Temporary Operation Permit to the Applicant. The Tag Agent using a county system, will forward the top copy of the Temporary Operation Permit, the tag application, the letter of eligibility and the tag fee less agent's fee to the Motor Vehicle Division with the MVA-14 tag report. The county agent retains \$1.00 agent's fee for the issue of a Temporary Operation Permit for an additional former prisoner of war license plate.

The Motor Vehicle Division issues and mails the owner's certificate of registration and a Former Prisoner of War license plate to the applicant.

When a Former Prisoner of War license plate needs to be transferred from the deceased Former Prisoner of War to the surviving spouse, the following must be submitted to the County Tag Agent:

1. An MV-1 application must be submitted in the surviving spouse's name. This application must be typed in full or electronically completed and printed and must be signed by the applicant exactly as typed. The drivers license number or Social Security number of the surviving spouse must be recorded.
2. If the Former Prisoner of War was not issued this license plate during his or her lifetime, then a letter from the U.S. Department of Veterans Affairs or from the State Department of Veterans' Services or DD-214 form must be submitted indicating the former prisoner of war status.
3. A copy of the death certificate and a copy of the marriage certificate must be submitted.
4. If the vehicle is required to be titled and it is not issued in the surviving spouse's name, then the title application fee and supporting documents must be submitted.

The law allows the surviving spouse one "free" Former Prisoner of War license plate and on additional "paid" license plates as long as the surviving spouse of the Former Prisoner of War does not remarry. The plate type for a former prisoner of war is "FP".

PRIVATELY OWNED BUSES

Privately owned busses must be operated exclusively in the transportation of pupils and teachers to and from school activities, or church activities, or the transportation of the owner of the bus and members of his or her immediate family. In order to apply for a Georgia license plate for a privately owned bus, the applicant must submit the following documents to the tag agent in the county of legal residence:

1. An MV-1 tag application must be completed in detail. This application must be typed in full or electronically completed and printed and signed by the owner.
2. A check or money order made payable to the tag agent to cover the payment for ad valorem taxes, \$20.00 tag fee and any penalties that may be due.

The tag agent using a county system issues a School Bus license plate and "W" decal; and reports the issuance of the license plate and decal on the MVA-13A tag report series; and, sends the original tag application to the Motor Vehicle Division with the tag fee minus the \$1.00 agent's fee.

The plate type for this license plate is "PB".

PURPLE HEART RECIPIENT LICENSE PLATE

Georgia residents who are veterans of the armed forces of the United States and who have been awarded the Purple Heart Citation may apply for a special and distinctive vehicle license plate for a car, truck weighing less than 14,000 pounds or non-commercial trailer. The surviving spouse of a deceased Purple Heart recipient is eligible for a Purple Heart License Plate as long as the surviving spouse does not remarry. A Purple Heart license plate may be issued to a vehicle owned by the Purple Heart recipient or jointly owned with the Purple Heart recipient.

Purple Heart recipients may be issued one “free” Purple Heart license plate.

Applications for the “free” Purple Heart license plate should be made to the tag office in the owner's county of residence. The following documents should be submitted:

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed, signed by the owner(s) and reflect the drivers license number or Social Security number of the applicant. The Purple Heart license plate may be issued to a vehicle owned by the Purple Heart recipient or jointly owned with the Purple Heart recipient.
2. A copy of the applicant's DD214 Report of Separation from Active Duty, indicating receipt of a Purple Heart Citation or any other military record reflecting the award of the Purple Heart Citation must be submitted. Re-certification is not needed each year to renew the license plate once the owner's eligibility is established.

If the license plate is not in the tag agent's inventory, the tag agent issues a temporary operation permit for the “free” Purple Heart license plate. The County Tag Agent using a county system, forwards the tag application, the DD214 or other military record reflecting the award of the Purple Heart Citation, and the top copy of the temporary operation permit to the Motor Vehicle Division with the MVA-14 report. The Motor Vehicle Division will issue and mail the “free” Purple Heart license plate and owner's certificate of registration to the applicant if the person is entitled to receive it.

MOTOR VEHICLE DIVISION MANUAL

To apply for an additional Purple Heart license plate during your registration period, you must submit a properly completed MV-9W application along with the following to your county tag agent.

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed, signed by the owner(s) and reflect the drivers license number or Social Security number of the Purple Heart recipient. The Purple Heart license plate may be issued to a vehicle owned by the Purple Heart recipient or jointly owned with the Purple Heart recipient.
2. A copy of the applicant's DD214, Report of Separation from Active Duty, indicating receipt of a Purple Heart Citation or any other military record reflecting the award of a Purple Heart Citation.
3. A check or money order for ad valorem taxes, \$20.00 tag fee, \$25.00 manufacturing fee, and \$25.00 special tag fee made payable to the County Tag Office.

If the additional Purple Heart license plate is in the county's inventory, then the county should issue the plate to the applicant. If a county using a county system issues the license plate, the tag office should submit the tag application to the Motor Vehicle Division on the MVA-13A tag report series together with the applicable fees. The plate type for a Purple Heart license plate is "PH".

The agent retains \$1.00 for each additional Purple Heart license plate issued. If the additional Purple Heart license plate is not in the county's inventory then the county using a county system, issues a temporary operation permit for the "paid" Purple Heart license plate. The County Tag Agent forwards the tag application, Form MV-9W, the DD214 or other military record, and the top copy of the temporary operation permit to the Motor Vehicle Division with the MVA-14 report.

The Motor Vehicle Division will review the application and if the applicant is authorized to receive the license plate, the Motor Vehicle Division will mail the license plate and owner's certificate of registration to the applicant.

UNITED STATES RESERVE LICENSE PLATES

Resident, active or retired members of Reserve Components of the United States Air Force, Army, Coast Guard, Marines and Navy are entitled to one free Reserve license plate. Resident members of a National Guard unit in a State adjoining the State of Georgia for whom there is no Georgia National Guard unit in the county of their residence are entitled to one free U. S. Reservist plate. To apply for a U. S. Reserve license plate, the active or retired reservist member or National Guard member as described submits the following documents to the tag agent in the county in Georgia of his or her legal residence:

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed and signed by the owner reflecting the reserve member's drivers license number or Social Security number. The application must be in the Reserve member's name or may be in the member's name with the name of a joint owner of the vehicle. If the applicant has received a renewal notice, this form should be used in lieu of any other tag application.
2. Written certification from the Commanding Officer that the applicant is an active member of a United States Reserve Unit or National Guard member as described must be submitted. This certification must show the name and social security number of the member or drivers license number, and a current year's date, and the respective branch of the Military Reserve: Air Force, Army, Coast Guard, Marines or Navy.
3. A check or money order, made payable to the County Tag Agent for ad valorem taxes must be submitted.

If the license plate is not in county inventory, the Tag Agent issues a Temporary Operation Permit to the applicant. The Tag Agent that uses a county system forwards the tag application, certification from the commanding officer and the top copy of the Temporary Operation Permit to the Motor Vehicle Division with an MVA-14 report. The Motor Vehicle Division issues and mails a U. S. Reserve license plate made for the respective branch of the military reserve to the applicant with the owner's certificate of registration. A National Guard member that serves in a unit of the National Guard in a state bordering Georgia is issued a generic U S Reservist license plate.

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If the license plate is in the County Tag Agent's inventory, the Tag Agent issues the license plate. A tag fee is not charged and an agent's fee is not retained for the issue of the one free U. S. Reserve license plate. If the license plate is in the County Tag Agent's inventory and the County Tag Agent uses a county system, the County Tag Agent issues the license plate and registration and reports the issue on the MVA-13 tag report series.

In order to transfer a U. S. Reserve license plate to a newly acquired vehicle from a vehicle which has been sold or otherwise disposed of, the following documents must be submitted to the County Tag Agent:

1. An MV-1 application must be completed in detail reflecting the newly acquired vehicle information. This application must be typed in full or electronically completed and printed and signed by the active or retired member.
2. The current Registration Certificate for the U. S. Reserve license plate must be submitted or verification of issue from the state registration and title system GRATIS must be obtained.
3. There is no transfer fee for transfer of the "free" Reserve license plate.
There is a \$5.00 transfer fee for the transfer of the additional (paid) Reserve license plate.
4. Supporting documents and the title fee must be submitted if vehicle is required to be titled.

One additional U. S. Reserve license plate can be obtained for one other vehicle by submitting the following to the County Tag Agent during the owner's registration period:

1. MV-1 or renewal notice and requirement #2 noted above.
2. Form MV-9W must be completed and submitted.
3. \$25.00 manufacturing fee, \$25.00 Special Tag fee, \$20.00 tag fee

If the license plate is in the County Tag Agent's inventory, the Tag Agent issues the license plate. Since a tag fee is charged for the additional license plate, the agent retains \$1.00. If the County Tag Agent uses a county system, the issue of the tag is reported on the MVA-13A tag report series.

MOTOR VEHICLE DIVISION MANUAL

If the license plate is not in the County Tag Agent's inventory, the Tag Agent issues a Temporary Operation Permit. A County Tag Agent using a county system sends documents and fees minus the \$1.00 agent's fee with an MVA-14 report. The Motor Vehicle Division will mail the registration and license plate to the owner after the tag is manufactured.

If the free U. S. Reserve license plate is lost or stolen, a replacement U. S. Reserve license plate will be issued by the Motor Vehicle Division upon receipt of a properly completed MV-7 application for a Replacement License Plate and a copy of the police report. No fee is due. If the paid U. S. Reserve license plate is lost or stolen, a replacement U. S. Reserve license plate will be issued by this office upon receipt of a properly completed MV-7 Application for a Replacement License Plate, a copy of the police report, and the fee of \$33.00 (\$25.00 manufacturing fee and \$8.00 replacement tag fee).

In order for us to issue a Reservist's plate to a National Guard member that serves in a National Guard unit in a state bordering Georgia, the requirements are the same as for a Reservist license plate, except for the following:

- A National Guard member must have a signed letter of certification from the Commanding Officer certifying membership. The letter must be current and show the Guard Member's social security number or drivers license number. The Guard member must be in a National Guard unit in a state bordering Georgia (i.e. Alabama, Tennessee, South Carolina, etc.).

The plate type for a National Guard member that serves in a unit of the National Guard in a state bordering Georgia is "RS".

The plate types for active and retired Reserve members are:

RA -	Army Reserve
RC	Coast Guard Reserve
RF	Air Force Reserve
RM	Marine Reserve
RN	Navy Reserve

DISABLED VETERAN'S LICENSE PLATE (FREE)

Upon application and approval, one set of Disabled Veterans License Plates may be issued free to a qualified veteran for a vehicle he or she owns or owns jointly with his or her spouse.

The qualifications are as follows:

- A. Veteran that was discharged under honorable conditions; served on active duty in the Armed Forces of the United States, the Georgia National Guard or the Reserves, presents proof that he or she is receiving or that he or she is entitled to receive a statutory award from the U. S. Department of Veterans Affairs for:
 - 1. Loss or loss of use of one or both feet;
 - 2. Loss or loss of use of one or both hands;
 - 3. Loss of sight in one or both eyes; or
 - 4. Permanent impairment of vision of both eyes of the following status: central visual acuity of 20/200 or less in the better eye, with corrective glasses, or central visual acuity of more than 20/200 is there is a field defect in which the peripheral field has contracted to such an extent that the widest diameter of visual field subtends on angular distance no greater than 20 degrees in the better eye.

- or -
- B. Veteran that was discharged under honorable conditions; and has been adjudicated by the Veteran's Administration of the United States as being 100 per cent totally disabled and entitled to receive service connected benefits; presents proof that he or she is receiving or that he or she, is entitled to receive benefits for a 100 percent service connected disability for, as long as he or she is 100 percent disabled.

Once a veteran has established eligibility to receive this license plate, the veteran shall be entitled to receive free tags or free revalidation decals in succeeding years on any one automobile, private passenger pickup truck, motorcycle, station wagon or van type vehicle of three-quarter tons or less, that person may own or acquire in the future and on which the free Disabled Veteran's license plate is placed.

The applicant submits the following to the County Tag Agent in the county of residence:

- 1. An MV-1 application must be submitted. This application must be completed in detail, typed in full or electronically completed and printed and must be signed by the owner. The application must include the drivers license number or Social Security number of the veteran. If the applicant has received a renewal notice, the renewal notice should be used.

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2. If the applicant meets the qualifications of a 100% disability (paragraph B), a letter from the U. S. Department of Veterans Affairs specifying the disability; that the disability was service connected; and, that the Veteran is 100% totally disabled and entitled to receive service connected benefits must be submitted.
3. If the veteran doesn't meet the qualification of paragraph (B) - then proof has to be submitted as indicated in paragraph (A).

For a first time issuance of this license plate, the tag agent will issue a Temporary Operation Permit to the applicant. The Tag Agent using a county system will forward the top copy of the Temporary Operation Permit, the tag application and the letter from the U.S. Department of Veterans Affairs to the Motor Vehicle Division on the MVA-14 tag report.

In subsequent renewal years, re-certification by the U. S. Department of Veteran Affairs is not needed and a County Tag Agent may issue the renewal decal('L' decal in counties using county systems). An agent's fee is not retained for the issue, renewal or transfer of the "free" Disabled Veteran license plate.

The Motor Vehicle Division then issues a set of (Free) Disabled Veteran's license plates and mails to the applicant with the owner's certificate of registration. One license plate shall be fastened to the front of the vehicle and the other to the rear of the vehicle. If a Disabled Veteran's motorcycle license plate is issued, only one license plate will be issued to be attached to the rear of the motorcycle. A Disabled Veteran is not allowed a free license plate for a car/light truck and a motorcycle. A Disabled Veteran is only allowed one free license plate for a car/light truck or motorcycle.

If the original "free" Disabled Veteran's license plate is lost or stolen, a replacement Disabled Veteran's license plate will be issued by the Motor Vehicle Division upon receipt of a properly completed MV-7 application for a Replacement License Plate and a copy of the police report. No replacement tag fee is required.

Even though a set of license plates is issued, the renewal decal must be placed on the license plate on the rear of the vehicle.

The plate type for a free Disabled Veterans license plate is 'HV'.

The plate type for a free Disabled Veterans motorcycle license plate is 'HM'.

DISABLED VETERAN'S LICENSE PLATE (PAID)

Disabled Veterans that are honorably discharged Veterans and unable to qualify for free Disabled Veteran's license plates can be issued a set of Disabled Veterans license plates for a car/light truck that he or she owns or owns jointly with his or her spouse. This set of Disabled Veterans license plates is not free. The qualifications for a Disabled Veterans license plate that requires payment of a \$20.00 tag fee are:

1. The loss or loss of one or both feet;
2. The loss or loss of use of one or both hands;
3. The loss of sight in one or both eyes; or
4. 100% totally disabled.

The disability or loss may be service or non-service connected.

The applicant submits the following documents to the County Tag Office :

1. An MV-1 application must be submitted. This application must be completed in detail, typed in full or electronically completed and printed and must be signed by the owner. The application should be completed with the applicant's social security number or drivers license number. If a renewal notice is received, the renewal notice should be used in lieu of the MV-1 form.
2. A letter from the U. S. Department of Veterans Affairs stating the extent of the applicant's disability or a letter from the Georgia Department of Veterans Service certifying that the applicant meets the requirements for a disabled veteran's license plate must be submitted reflecting the applicant's social security number or drivers license number.
3. The \$20.00 fee for the license plate and any ad valorem tax due must be submitted.

For the initial issue of the license plate, the Tag Agent issues a Temporary Operation Permit to the applicant. The County Tag Agent retains a \$1.00 agent's fee for the issue, transfer, or renewal of a "PAID" Disabled Veteran's license plate. The tag agent using a county system forwards the tag application, top copy of the Temporary Operation Permit and the letter from the U. S. Department of Veterans Affairs or Georgia Department of Veterans Service with the MVA-14 tag report along with the tag fee minus the agent's fee to the Motor Vehicle Division. The Motor Vehicle Division issues a set of license plates and certificate of registration and mails them to the owner. One license plate is fastened to the front of the vehicle and the other license plate is fastened to the rear of the vehicle.

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If the original Disabled Veteran's license plates is lost or stolen, a replacement Disabled Veteran's license plate will be issued by the Motor Vehicle Division upon receipt of a properly completed MV-7 application for a Replacement License Plate, a copy of the police report and the fee of \$8.00.

In subsequent years, re-certification by the U. S. Department of Veterans Affairs or the Georgia Department of Veterans Affairs or the Georgia Department of Veterans Service is not needed. A County Tag Agent issues the renewal decal ('W' decal in counties using county systems).

Only one renewal decal is issued and it must be affixed to the license plate on the rear of the vehicle.

Anytime a license plate and renewal decal are issued from a County Tag Agent's inventory when said agent uses a county system, the license plate/decal issue or transfer is reported on an MVA-13A tag report series.

The plate type for a "paid" Disabled Veterans "license plate" is 'DV'.

MEDAL OF HONOR LICENSE PLATES

One set of Medal of Honor license plates may be issued free to an eligible applicant.

The qualification is as follows:

Any resident who has been awarded the Medal of Honor by the United States Government, upon complying with the Motor Vehicle Laws relating to registration and licensing of motor vehicles, shall be issued a set of Medal of Honor license plates free of charge. Such license plates shall be fastened to both the front and the rear of the vehicle.

The applicant must submit the following documents to the tag office in the county of residence.

1. An MV-1 application completed in detail. This application must be typed in full or electronically completed and printed and signed by the owner. If a renewal notice is received, use the renewal notice in lieu of the application. These license plates can be issued to a Medal of Honor recipient for a vehicle owned solely by the Medal of Honor recipient or owned with another person.
2. A letter from the U. S. Department of Veterans Affairs, must be submitted verifying that the applicant is a Medal of Honor Recipient. If this honor is noted on the DD214 - then a copy of the DD214 must be submitted.
3. A check or money order must be submitted for any ad valorem tax that may be due made payable to the County Tag Agent. There is no tag fee.

If the Medal of Honor license plate is not in the county's inventory, the tag agent issues a Temporary Operation Permit to the applicant. The County Tag Agent using a county system, forwards the tag application, top copy of the Temporary Operation Permit and proof of eligibility for a license plate to the Motor Vehicle Division office with the MVA-14 tag report. The tag agent shall not retain any agent's fee for the issue of the Temporary Operation Permit. The Motor Vehicle Division issues and mails a set of Medal of Honor license plates to the applicant with the owner's certificate of registration. One license plate is fastened to the front of the vehicle and the other license plate is fastened to the rear of the vehicle. Only one renewal decal is issued and it must be affixed to the license plate on the rear of the vehicle.

Anytime a license plate and renewal decal are issued from a County Tag Agent's inventory when said agent uses a county system, the license plate/decal issue or transfer is reported on an MVA-13 tag report series.

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In order to transfer a Medal of Honor license plate to a newly acquired vehicle, the following documents must be submitted to the County Tag Agent:

1. An MV-1 application must be completed in detail reflecting the newly acquired vehicle information. This application must be typed in full or electronically completed and printed and signed by the applicant.
2. Current registration information verifying the issue of the Medal of Honor license plate to the applicant must be provided. Verification can be obtained by inquiry into Georgia's Registration and Title Information System, GRATIS.
3. Documents supporting the application and applicable title fees for any newly acquired vehicle required to be titled.

A county tag agent shall not retain a tag agent's fee for the transfer, issue or renewal of a Medal of Honor license plate.

In renewal years, re-certification by submission of proof of eligibility for the license plate is not required. The County Tag Agent issues the renewal decal from county inventory ('L' decal in counties using county systems).

The plate type for a Medal of Honor license plate is 'MH'.

GEORGIA NATIONAL GUARD LICENSE PLATES

Resident members or resident, retired members of the Georgia National Guard are entitled to one free Georgia National Guard License Plate. To apply for a Georgia National Guard license plate, the Georgia National Guard member submits the following documents to the tag agent in the county in Georgia of legal residence:

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically printed and signed by the owner reflecting the social security number or drivers license number of the member. The tag application can be in the Guard member's name or in the name of the member and another individual if the vehicle is owned with another person. If the applicant has received a renewal notice, the renewal notice should be used in lieu of the MV-1 application.
2. Written certification from the Commanding Officer that the applicant is an active member of the Georgia National Guard must be submitted. This certification must show the name, social security number or the drivers license number of the member, and a current year's date. If the applicant is retired, a letter from the Adjutant General of the Georgia National Guard must be submitted certifying the applicant's status. The letter must include the social security number or drivers license number of the retired member.
3. A check or money order for any applicable ad valorem taxes must be submitted.

If the Georgia National Guard license plate is not in the county's inventory, the tag agent issues a Temporary Operation Permit to the applicant. The tag agent using a county system forwards the tag application, certification from the Commanding Officer and top copy of the Temporary Operation Permit to the Motor Vehicle Division with an MVA-14 report. The Motor Vehicle Division issues and mails a Georgia National Guard license plate to the applicant with the owner's certificate of registration. The County Tag Agent shall not charge a tag fee or retain an agent's fee for the issue, renewal or transfer of a Georgia National Guard license plate that was issued free.

Any time a license plate and renewal decal are issued from a County Tag Agent's inventory when said agent uses a county system, the license plate/decal issue, transfer or renewal is reported on an MVA-13A tag report series.

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If the free Georgia National Guard license plate is lost or stolen, a replacement Georgia National Guard license plate will be issued by the Motor Vehicle Division upon receipt of a properly completed MV-7 application for a Replacement License Plate and a copy of the police report. If the "paid" Georgia National Guard license plate is lost or stolen, a replacement Georgia National Guard license plate will be issued by the Motor Vehicle Division upon receipt of a properly completed MV-7 application for a Replacement License Plate, a copy of the police report and the fee of \$33.00 (\$25.00 manufacturing fee and \$8.00 replacement tag fee).

Re-certification from the member's Commanding Officer for the Georgia National Guard license plate must be presented each year to renew the Georgia National Guard license plate.

To apply for one additional Georgia National Guard license plate, which is not free, the resident member or resident, retired member of the Georgia National Guard must submit the following documents to the County Tag Agent in the county in Georgia of legal residence:

1. Form MV-9W must be completed in the Georgia National Guard member's name.
2. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed and signed by the owner reflecting the social security number or drivers license number of the member. The application can be in the member's name or in the name of the member and another individual if the vehicle is owned with another person. If the member has received a renewal notice, the renewal notice should be used in lieu of the MV-1 application.
3. Written certification from the Commanding Officer that the applicant is an active member of the Georgia National Guard must be submitted. This certification must show the name, Social Security number or drivers license number of the member and a current year's date. If the applicant is retired, a letter from the Adjutant General of the Georgia National Guard must be submitted certifying the applicant's status. The letter must include the Social Security number or drivers license number of the retired member.
4. A check of money order for any applicable ad valorem taxes, \$25.00 manufacturing fee, \$25.00 Special Tag fee, and \$20.00 tag fee made payable to the County Tag Agent, must be submitted.

If the Georgia National Guard license plate is not in the county's inventory, the County Tag Agent issues a Temporary Operation Permit to the applicant.

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The County Tag Agent using a county system forwards the tag application, certification, top copy of the Temporary Operation Permit, and tag fee minus \$1.00 agent's fee to the Motor Vehicle Division with an MVA-14 report. The Motor Vehicle Division issues and mails a Georgia National Guard license plate to the applicant with the certificate of registration.

If the tag agent has the license plate in inventory, the County Tag Agent issues the license plate. The County Tag Agent using a county system that has the license plate in inventory reports the issue of the license plate on the MVA-13A tag report series.

A County Tag Agent is authorized a \$1.00 agent's fee for the issue, renewal or transfer of a "paid" Georgia National Guard license plate.

The plate type for a Georgia National Guard license plate is 'NT'.

OTHER SPECIAL LICENSE PLATES

Refer to Form MV-9W at the back of this manual for eligibility requirements for additional Special License plates. Unless noted on the form, the processing rules are the same for County Tag Agents as documented in the section titled Georgia National Guard License Plates". The eligibility requirements for the applicants are noted on Form MV-9W.

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COMMEMORATIVE UNIVERSITY/COLLEGE LICENSE PLATES

Currently the following university/college license plates are issued because at least 500 applications were received by July 31 in the year before the year of issue:

Agnes Scott College	AS
Albany State University	AL
Brenau University	BR
Clark Atlanta University	CL
Columbus College	CC
Emory University	EM
Fort Valley State University	FV
Georgia Tech	GT
Georgia Southern University	GS
Georgia State University	ST
LaGrange College	LG
Life College	LF
Medical College of Georgia	MC
Mercer University	ME
Morehouse College	MR
Morris Brown College	MB
North Georgia College	NG
Savannah State	SA
Spelman College	SP
University of Georgia	GA
Valdosta State College	VA

If you want to order a commemorative university/college license plate for a Georgia college/university, not on this list, you must complete form MV-9C and send the form and \$25.00 check made payable to:

Attn: Special Tags
Motor Vehicle Division
P. O. Box 740384
Atlanta, GA 30374-0384

If 500 applications are not received by July 31 in the year before the year of issue, the license plate will not be manufactured and the manufacturing fee will be refunded.

An application and \$25.00 must be submitted for each license plate ordered. If a Georgia University/College is not on the list, the college name should be written on the form in the space provided.

In order to request the manufacture/issue of a Commemorative University or College license plate that is on the list, the following must be submitted to the County Tag Office in the owner's county of residence.

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An MV-9C form should be completed and submitted. This form must be completed in the same name(s) of the owner(s) as shown on the registration certificate. The appropriate block showing the type of license plate being requested should be checked.

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed and signed by the applicant. If the applicant has received a renewal notice for the vehicle, this form should be used in lieu of a new MV application. The MV application can be in the tag applicant's name(s) as shown on the MV-9C form or may be in that name with another individual's name if the vehicle to be registered is jointly owned.
2. A check or money order made payable to the County Tag Agent to cover the total fees due: \$20.00 license plate fee, \$25.00 manufacturing fee, \$25.00 special tag annual fee and any ad valorem tax due must be submitted.

If the license plate is in the county inventory, the County Tag Agent issues the license plate retaining \$1.00 agent's fee of the \$20.00 tag fee. The County Tag Agent using a county system, issues the Commemorative University or College license plate and reports the issuance of this license plate on the MVA-13A tag report series along with the original tag application, tag fee, manufacturing fee and special tag annual fee and tag fee minus agent's fee.

If the Commemorative University or College license plate is not in the county's inventory, the tag agent issues a Temporary Operation Permit to the applicant retaining \$1.00 of the \$20.00 tag fee as an agent's fee. The County Tag Agent using a county system will forward a copy of the temporary operation permit, the application and the MV-9C form, tag fee, manufacturing fee and special tag annual fee to the Motor Vehicle Division with the MVA-14 tag report.

The Motor Vehicle Division will issue and mail the Commemorative University or College license plate to the applicant with the owner's certificate of registration.

If the original Commemorative University or College license plate is lost or stolen, a regular issue license plate may be issued by the County Tag Agent in the owner's county of residence upon receipt of a properly completed MV-7 application, a copy of the police report and the fee of \$8.00.

If the original Commemorative University or College license plate is lost or stolen, another Commemorative University or College license plate may be issued by the Motor Vehicle Division or the County Tag Agent in the owner's county of residence upon receipt of a properly completed MV-7 application, a copy of the police report and the payment of \$33.00 (\$8.00 replacement tag fee and \$25.00 manufacturing fee). The same license plate number which was lost or stolen will not be reissued. The next available license plate number in inventory will be issued.

WILDLIFE LICENSE PLATES

Any motor vehicle owner who is a resident of Georgia upon complying with the motor vehicle laws relating to registration and licensing of motor vehicles and upon the payment of a \$15.00 manufacturing fee in addition to the regular motor vehicle registration fee and ad valorem tax, may be issued a Wildlife License Plate for a passenger vehicle/truck weighing less than 14,000 pounds or trailer used for personal transportation. Wildlife License Plates will only be issued in conjunction with the registration of a vehicle. No license plates will be sold for "souvenir purposes only" including Wildlife license plates.

The Wildlife License Plates are a part of the license plate inventories of all 159 County Tag Agents in this State. A Wildlife License plate is renewed annually with the purchase of a renewal decal, the payment of any ad valorem tax, mailing fee and late registration penalties which may be due. The initial issue of a Wildlife License Plate will cost \$15.00 for the manufacture of the license plate, the tag fee applicable for the vehicle which is registered and ad valorem taxes. There will be no additional \$25.00 annual fee charged for the renewal of this special license plate. The applicant must submit the following to the tag agent in the county in Georgia of his or her legal residence to obtain a Wildlife License Plate:

1. An MV-1 application must be completed in detail. The application must be typed in full or electronically completed and printed and must be signed by the applicant (s). If the applicant has received a renewal notice, this notice should be used in lieu of any other application.
2. A check or money order made payable to the tag agent to cover total fees due (\$15 manufacturing fee, tag fee, any ad valorem tax, penalties and mailing fees which may be due) must be submitted.
3. A note requesting a Wildlife License Plate must be sent with a renewal notice or the appropriate box must be checked on the tag application or a renewal notice if there is a space for this information. If applying in person, an indication to the County Tag Office employee that a Wildlife License Plate is desired must be made.

If a Wildlife license plate is issued to register a passenger car, motor home, or truck weighing less than 14,000 pounds, there is a \$15.00 manufacturing fee and \$20.00 tag fee. A 'W' decal is issued in decal years by those County Tag Agents using county systems and not the Georgia Registration and Title Information System, GRATIS.

A Wildlife license plate can not be issued to register a motorcycle.

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If a Wildlife license plate is issued to a trailer, there is a \$15.00 manufacturing fee and \$12.00 tag fee. An 'R' decal is issued in decal years by those County Tag Agents using county systems and not the Georgia Registration and Title Information System, GRATIS.

The County Tag Agent shall collect, the \$15.00 manufacturing fee. The County Tag Agent shall retain \$1.00 from the tag fee as an agent's fee for the issue of the License Plate. The Tag Agent shall retain an additional \$1.00 as a processing fee from each \$15.00 manufacturing fee. The issue of the license plate shall be reported on an MVA-13A tag reports series if the County Tag Agent uses a county system rather than GRATIS.

If the county Tag Agent transfers a Wildlife License Plate, the agent shall retain \$1.00 from the \$5.00 transfer fee as the agent's fee for the transfer. The agent shall report the transfer of a Wildlife License Plate on an MVA-13A tag report series if the County Tag Agent uses a county system rather than GRATIS.

If a Wildlife License Plate is lost or stolen, a replacement Wildlife License Plate may be obtained by submitting the following to the County Tag Agent in the owner's county of residence:

1. A completed MV-7 application must be submitted in the same name (s) as the original license plate was issued. This application must be typed in full or electronically completed and printed giving complete vehicle information, owner information, insurance information and the application must be signed by the applicant(s) exactly as the name was typed. This form must also reflect the tag number which has been lost, stolen or mutilated and plate category "WL". If the application is in a company's name, the application must be signed by an authorized representative of the company and the company's name must be shown above the authorized signature. A Post Office Box Number may be shown as the mailing address as long as a street address or rural route is also shown.
2. If the license plate was lost or stolen, it must be reported to the police department and a copy of the police report must accompany the application for replacement license plate. The replacement application will not be processed without a copy of the police report unless the license plate is mutilated and not lost or stolen. In lieu of a police report, a mutilated license plate may be surrendered to the County Tag Agent. If a copy of the police report can not be obtained, then Form T-185 must be submitted if a license plate is lost or stolen.

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3. The current registration certificate or a photocopy of the current registration certificate must accompany the application unless the current registration is verified by inquiry into the State Registration and Title Information System, GRATIS.
4. The replacement tag fee of \$8.00 and the \$15.00 manufacturing fee must be submitted.

A replacement license plate will not be issued after the registration period for which the original was issued. If a license plate is lost or stolen and the registration has expired, and another Wildlife license plate is requested, then the fees are: \$20.00 or \$12.00 tag fee depending on the type of vehicle being registered; \$15.00 manufacturing fee; and, any applicable ad valorem taxes.

No Wildlife License Plate shall be issued without the payment of the \$15.00 manufacturing fee unless the license plate was not received in the mail.

If a Wildlife License Plate is lost in the mail and the applicant requests another Wildlife License Plate, the County Tag Agent shall issue a Wildlife License Plate at no charge according to the procedures outlined in "License Plate/Renewal Decal Lost In Mail". The County Tag Agent shall not retain an agent's fee for the issue of a replacement license plate when the original has been lost in the mail and the County Tag Agent will not retain the additional \$1.00 processing fee for issuing a replacement Wildlife license plate when the original was not received in the mail.

HOBBY/ANTIQUE VEHICLE LICENSE PLATE

A Hobby/Antique Vehicle license plate may be issued to passenger vehicles, trucks weighing less than 14,000 pounds or motorcycles for vehicles 25 years old or older or for replicas of vehicles 25 years old or older. Hobby Antique License Plates can only be transferred to another vehicle of the same classification acquired by the same owner. This License Plate does not stay with the vehicle when the vehicle is sold or transferred to another individual. The applicant must submit the following documents and fees to the tag agent in the county of residence with a request for a Hobby/Antique Vehicle license plate:

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed, giving a complete vehicle description, complete insurance information, complete owner information and must be signed by the owner (s). If the application is in a company's name, an authorized representative of the company must sign and reflect the company's name above the authorized signature. If a renewal notice is available for the vehicle, then this notice should be completed and submitted in lieu of the MV-1 application.
2. A check or money order made payable to the tax commissioner in the county of the owner's residence should be remitted to cover the total fees/taxes due (\$20.00 registration fee; any ad valorem tax; any penalties; and any mailing fee which may be due).

The County Tag Agent will issue a registration and decal using GRATIS. The County Tag Agent retains a \$1.00 agent's fee for each license plate issued, renewed or transferred.

The County Tag Agent using a county system will issue the Hobby/Antique license plate and a "W" decal. The County Tag Agent using a county system will include the original tag application and tag fee minus \$1.00 agent's fee in an MVA-13A tag report series to the Motor Vehicle Division.

A Hobby Antique License Plate issued for a motorcycle can not be transferred to a passenger vehicle. A Hobby Antique license plate issued for a passenger vehicle can not be transferred to a motorcycle.

The plate type for a Hobby Antique license plate for a passenger vehicle is "HA".

The plate type for a Hobby Antique motorcycle license plate is "HD".

FIREFIGHTER LICENSE PLATE

In order to request the manufacture of a Firefighter's license plate for an active or retired certified firefighter, the following documents must be submitted to the County Tag Agent:

1. An MV-9X form should be completed and submitted together with a current letter of eligibility signed by the firefighter's Department Chief on the department stationery. This form must be completed in the name(s) of the firefighter as shown on the registration certificate. The firefighter's social security number or drivers license number, status (active or retired) and fire department name must be shown on the form.
2. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed and signed by the applicant. If the applicant has received a renewal notice for the vehicle, the renewal notice should be used in lieu of an MV-1 application. The application can be for a vehicle which is owned by the Firefighter or jointly owned with the Firefighter.
3. A check or money order made payable to the tag agent to cover the total fees due (\$25.00 manufacturing fee, \$20.00 license plate fee and any ad valorem tax due) must be submitted).

The County Tag Agent issues the Firefighter's license plate and retains \$1.00 agent's fee from the license plate fee. The County Tag Agent using a county system issues the Firefighters license plate and forwards the original tag application, tag fee minus agent's fee, and manufacturer's fee with the MVA-13A tag report series.

If the tag is not in the agent's inventory, the agent issues a Temporary Operation permit.

The County Tag Agent using a county system will forward the top copy of the Temporary Operation Permit, the tag application, tag fee minus agent's fee, manufacturing fee, and the MV-9X form to the Motor Vehicle Division on an MVA-14 tag report. The Motor Vehicle Division office will issue and mail the Firefighter's license plate to the applicant with the owner's certificate of registration.

If the original Firefighter's license plate has been lost or stolen, another Firefighter's license plate may be issued by the County Tag Office upon receipt of a properly completed MV-7 application, a copy of the police report and the payment of the \$8.00 replacement tag fee and \$25.00 manufacturing fee. The same license plate number which was lost or stolen will not be reissued. The next available tag number will be issued from inventory. The plate type for a Certified Firefighter's license plate is "CF".

DISABLED PERSON'S LICENSE PLATE

Disabled Person's license plates are not free. These license plates are issued to residents who are permanently disabled; to the spouse, parent or guardian of a person who is disabled; to a disabled person who jointly owns a vehicle including a motorcycle with another individual who may or may not be disabled or to a hearing impaired person. The qualifications for a Disabled Persons license plate are as follows:

- Is hearing impaired pursuant to code section 24-9-101
- Is so ambulatorily disabled that he or she can not walk 200 feet without stopping to rest
- Can not walk without the use or assistance from a brace, a cane, a crutch, another person, a prosthetic device, a wheelchair, or other assistive device;
- Is restricted by lung disease to such an extent that his or her forced respiratory volume for one second, when measured by spirometry, is less than one liter, or when at rest, his or her arterial oxygen tension is less than 60 millimeters of mercury on room air;
- Uses portable oxygen;
- Has a cardiac condition to the extent that his or her functional limitations are classified in severity as Class III or Class IV according to standards set by the American Heart Association, or
- Is severely limited in his or her ability to walk due to an arthritic, neurological, or orthopedic condition or complications due to pregnancy.

The applicant must submit the following to the County Tag Agent:

1. An MV-1 application must be submitted if a renewal is not received. This application must be completed in detail, typed in full or electronically completed and printed and signed by the owner.
2. Form MV-9D must be completed by a licensed practitioner of the healing arts and submitted. The practitioner must be licensed in Georgia to practice medicine, podiatry medicine or chiropractic services. The form must be notarized.
3. The \$20.00 fee for the license plate and any ad valorem tax due must be submitted.

The County Tag Agent using a county system issues a Disabled Person's license plate and a "W" decal and reports the issuance of the Disabled Person's license plate on an MVA-13A tag report series with the applicable fees minus the \$1.00 agent's fee and original tag application.

The County Tag Agent must examine the MV-9D form to ensure that it has been completed, signed, and notarized as required. Retention of the form is at the discretion of the County Tag Agent.

The plate type for a Disabled Persons license plate is "DP".

The plate type for a Disabled Persons motorcycle license plate is 'MD'.

AMATEUR RADIO LICENSE PLATE

In order to request the manufacture of an Amateur Radio license plate, the following documents must be sent to the County Tag Agent in the owner's county of residence:

1. An MV-9X form must be completed and submitted .
2. A copy of the current FCC license must be submitted.
3. An MV-1 application completed in detail. This application must be typed or electronically completed and printed, giving a complete vehicle description, complete insurance information, complete owner information and must be signed by the applicant (s). If a renewal notice is available for the vehicle, the renewal notice should be completed and submitted in lieu of the MV-1 application. The applicant's name must be the same as shown on the MV-9X form. An Amateur Radio license plate can be issued to a vehicle jointly owned as long as one of the owners reflected on the tag application is the person entitled to the Amateur Radio license plate.
4. A check or money order payable to the County Tag Agent to cover the total fees due for any ad valorem tax must be submitted. The amateur radio license plate is free.

An amateur radio license plate will reflect the call letters assigned by the Federal Communication Commission.

Since the license plate is issued free, except for ad valorem taxes, there is no agent's fee for the issue, renewal or transfer of an Amateur Radio license plate.

If the tag agent has the amateur radio license plate in inventory, the tag agent will issue the amateur radio license plate. The tag agent using a county system will issue the license plate and "L" decal and include the original tag application with the MVA-13A tag report series. If the amateur radio license plate has not been received by the tag agent, the tag agent will issue a temporary operation permit. The County Tag Agent using a county system will forward the copy of the FCC license, the MV-9X form, tag application and the top copy of the temporary operation permit to the Motor Vehicle Division on an MVA-14 tag report. The Motor Vehicle Division will issue and mail the amateur radio license plate and certificate of registration to the applicant if the applicant is eligible for an Amateur Radio License Plate.

If a replacement license plate must be obtained because the original has been lost or stolen, a regular issue license plate will be issued by the Motor Vehicle Division upon receipt of a properly completed MV-7 application, a copy of the police report, the owner's certificate of registration and the fee of \$8.00.

The plate type for an Amateur Radio license plate is "AR".

AMBULANCE OR HEARSE LICENSE PLATE

An ambulance or hearse license plate may be obtained by submitting the following documents to the county tag agent in the county of the owner's legal residence or to the tag agent where the vehicle is based if the vehicle is used in connection with a business located in a county other than the owner's county of residence:

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed, giving a complete vehicle description, complete insurance information, complete owner information and must be signed by the applicant (s). If the application is in a company name, an authorized representative of the company must sign and reflect the company name over the authorized signature. If the renewal notice is available for the vehicle, that form should be completed and submitted in lieu of the MV-1 application.
2. A check or money order payable to the county tag agent to cover the total fees due (\$20.00 license plate fee and any ad valorem tax due) must be submitted.

The County Tag Agent will issue a decal and an ambulance/hearse license plate which has four or five numbers followed by the letters "HB".

The County Tag Agent using a county registration system will issue a certificate of registration, the license plate, and "W" decal and report the issuance on the MVA-13A tag report series including the tag fee minus the \$1.00 agent's fee and original tag application.

AUTHENTIC HISTORICAL LICENSE PLATE 1942 OR OLDER

Original Georgia License Plates issued in years 1942 or older may be authorized for use on a vehicle with the same year model as the original, Georgia license plate.

The law provides that an authentic historical Georgia License plate matching the model year of a motor vehicle can be displayed on the rear of the vehicle. However, the owner has to properly register the motor vehicle for the current year, and must obtain a current Georgia license plate with the payment of the tag fee and ad valorem taxes. The current Georgia license plate must be kept in the motor vehicle at all times but need not be displayed in a manner to be visible from outside of the vehicle.

The owner must apply to the County Tag Office by completing Form T-224 (Affidavit of Ownership) for authorization to use an authentic motor vehicle plate. The authentic license plate issue year must be the same as the model year of the motor vehicle.

An authentic license plate can only be transferred to another vehicle with then same model year as the license plate year, that is purchased or acquired by the same owner. When a vehicle is sold or transferred, the license plate remains with the owner, not the vehicle.

The following costs are associated with this license plate: \$20 tag fee and any applicable ad valorem taxes.

Effective July 1, 2001, original Georgia license plates issued in years 1957 or older may be authorized for use on a vehicle with the same year model as the original Georgia license plate.

**TRUCKS WITH OVER 26,000 POUNDS GROSS VEHICLE WEIGHT LICENSE
OPERATING IN GEORGIA ONLY**

In order for a Georgia license plate to be issued for a truck weighing over 26,000 pounds gross vehicle weight, the applicant must submit the following documents to the tag agent in the county of legal residence. If the vehicle is used in connection with an established business located in another county, then the documents must be submitted to the county tag agent in the county in which the established business is located.

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed and signed by the applicant. In order for the correct license plate to be issued and correct tag fees collected, the following information must be recorded on the tag application in the area reserved for this information : gross weight of vehicle and load; whether or not the vehicle is a straight truck; whether or not the vehicle is used for hire; the type of trailer pulled; the number of axles; the product which is hauled and whether or not the vehicle is a farm vehicle. All spaces on the MV-1 application must be completed by the applicant in order for the correct class license plate to be issued. If an application is incomplete, the County Tag Agent will not be able to issue the license plate and will reject the application for all necessary information.
2. If the weight declaration shown on the tag application is 55,000 lbs. or more the County Tag Agent is responsible for obtaining a photocopy of IRS Form 2290, Schedule 1 (for the payment of Highway Use Tax) reflecting a "received" status from IRS. A comparison of the vehicle identification number must be made between the tag application and Form 2290, Schedule 1.
3. The photocopy of the Form 2290, Schedule 1, must be maintained in the county tag office stapled to the county copy of the Temporary Operation Permit and the tag application tax copy if the Motor Vehicle Division will issue the license plate. If the County Tag Agent issues the license plate, Form 2290, Schedule 1 should be attached to the tax copy of the tag application or renewal. County tag agents should be aware that vehicles which are issued license plates PW, PX, PZ and HX may have a gross vehicle weight of 55,000 pounds or more. It is imperative that the weight declaration (gross weight of vehicle & load) be made by the applicant on the tag application and that the County Tag Agent obtain a copy of IRS form 2290 schedule 1, if applicable.
4. A check or money order made payable to the tag agent for any fees due (license plate fee and any ad valorem tax due) must be submitted.

If the tag is not in the agent's inventory, the tag agent will issue a Temporary Operation Permit to the applicant. The County Tag Agent using a county system

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will forward the tag application, tag fees minus \$1.00 agent's fee and top copy of the Temporary Operation Permit to the Motor Vehicle Division with the MVA-14 tag report. A copy of Form 2290, Schedule 1 must be sent for any tag applications with a weight declaration of 55,000 lbs. or more. The Motor Vehicle Division will issue the license plate and mail to the applicant with the owner's certificate of registration.

A written certification of compliance by the County Tag Office with the Federal Highway Use Tax laws will be required by the Deputy Commissioner of the Motor Vehicle Division on an annual basis.

If the county using a county system issues these license plates, the sale of these plates is reported on the MVA-13A tag report series.

Federal IRS walk-in offices are open for Form 2290 Taxpayer Assistance
Hours are: Monday - Friday, 8a.m.- 4p.m.

<u>Office</u>	<u>Location</u>
Albany	108 Pine Avenue
Augusta	2743 Perimeter Parkway, Bldg. 200, Suite 420
Columbus	3604 Macon Road, Unit 21
Atlanta (Kroger)	2888 Woodstock Boulevard, Suite 104
Atlanta (Summit)	401 West Peachtree Street, Room 270
Macon	600 North Avenue, Bacon Field Office Park Building C - Suite 100
Smyrna	2400 Herodian Way, Atrium Bldg., Suite 450
Savannah	120 Bernard, Room 102A

FEDERAL IRS TAX ASSISTANCE TELEPHONE NUMBERS (Form 2290 - Highway Use Tax)

	<u>Atlanta</u>	<u>Elsewhere in Georgia</u>
Tax Information	(404) 522-0050	1-800-424-1040
Forms Orders	1-800-424-3676	1-800-424-3676
Refund Inquiry	(404) 331-6572	1-800-554-4477

ORDERING, RECEIVING, INVENTORY OF LICENSE PLATES

Upon receipt of license plates or renewal decals, the tag agent should do the following:

1. Verify each box of license plates and renewal decals and check against the shipping invoice (MV-114 form) to determine that all **boxes** of license plates and renewal decals shown on the invoice are included in the shipment.
 - a. The shipping invoice will also show the beginning and the ending license plates and renewal decal numbers on boxes.
 - b. The beginning and ending license plate and renewal decal numbers are shown on the outside of each box.
2. Acknowledge receipt of the license plates and renewal decals by signing inventory receipt.
 - a. If boxes are missing or are torn open and missing license plates or renewal decals are detected this should be so noted on the receipt before signing and returning to the State.
3. Forwards to the Materiel Control Section the following items:
 - a. Signed inventory receipt (MV-114 form).
 - b. Freight bill.
 - c. Shipping Invoice from Manufacturer or State office.
 - d. Any other records received with shipments.
4. Check license plates and renewal decals within each box once seal is broken before sale is made to ensure license plates/renewal decals are in proper numerical sequence and none are missing, improperly printed or mutilated in any manner.
 - a. If license plates or renewal decals are missing, improperly printed or mutilated, completes a missing affidavit (MVA-41) form. Forwards white, pink, and yellow copies of MVA-41 along with the mutilated or improperly printed control items to the Accounting Section of the Motor Vehicle Division. If items are missing, forwards white, pink and yellow copies of MVA-41 to Accounting Section of the Motor Vehicle Division.

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- b. If the tag agent acknowledges receipt of all license plates and renewal decals shipped to him/her and does not complete a missing affidavit form when items are first found to be missing, he/she is responsible for paying the required fees on any missing license plate or renewal decal at the end of the year.

Payment of freight bills must be made by the Motor Vehicle Division within seven (7) days. Tag agents are requested to forward freight bills as quickly as possible. Tag agents should not pay the freight bills

The foregoing instructions are primarily for counties using county systems.

Counties that use GRATIS, Georgia Registration and Title Information System, receive their inventories by updating the appropriate GRATIS screens. The bill(s) of lading and freight bills are returned to the Material Control Section of the Motor Vehicle Division. Missing and mutilated items are also updated to applicable GRATIS screens.

TEMPORARY OPERATION PERMIT SHIPMENTS

County Tag agent receives shipment of Temporary Operation Permits from this office and completes the following steps:

1. Compares shipment notice with permits received to ensure that all permits listed are received.
2. If correct, acknowledges receipt by signing and returning original shipment notices to the Materiel Control Section.
3. If shipment is incorrect, contacts the Materiel Control Section at the following number: (404) 756-4647.

In the event that the tag agent receives Temporary Operation Permits that have been mutilated or are missing in shipment the tag agent must report this on the MVA-41 form. When completing the MVA-41 form for missing or mutilated temporary operation permits, all copies of the MVA-41 and any mutilated permits should be mailed to the Accounting Section of the Motor Vehicle Division, Post Office Box 740384, Atlanta Georgia 30374-0384.

MVA-13A, MVA-13B, MVA-13C, MVA-13D, & MVA-13E TAG REPORTS
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GENERAL INFORMATION

Report instructions do not apply to those counties using GRATIS.

All license plates must be reported on MVA-13A tag report series when the license plates are a part of county inventory for those counties using county systems. Supporting reports (MVA-13B, MVA-13C, MVA-13D, MVA-13E) can not be submitted without an MVA-13A report.

License plates expire at midnight on the last day of the month of the owner's registration period. License plates/registration can not be transferred (for \$5.00) after the registration period for which issued. Replacement license plates can not be issued (for \$8.00) after the registration period for which issued.

If 'big-truck' tags (PF-PK, PW, PX, PZ; HF-HK, HX) are a part of the county inventory, sales of these license plates must be reported on an MVA-13D report. Regardless of the registration system adopted in a county, 'big-truck' tags expire on February 15 each year in all counties. Vehicles weighing over 26,000 pounds are issued a revalidation decal.

The top and middle copies of MVA-13A, MVA-13B, MVA-13C, MVA-13D, and MVA-13E reports must be submitted to the Motor Vehicle Division along with applicable fees and original tag receipts. Counties generating their own reports must submit two copies of each report.

The check for fees due should be attached to the report with one staple in the top left-hand corner of the report and check.

Original tag receipts should not be submitted with staples.

For transfers, the previous owners' certificates of registration should not be submitted to the Motor Vehicle Division. The new owners' original tag receipts must be rubber-banded together and a note should be placed on top under the rubber band which says "**TRANSFERS**". Replacement tag applications should also be rubber banded together and a note placed under the rubber band which says '**REPLACEMENTS**'

All other original tag applications should be rubber banded together every 300 or so applications.

The tag reports, check and original tag applications must be mailed to the Motor Vehicle Division using the labels provided to each county tag office.

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County tag agents shall try to submit tag reports on a weekly basis. County tag agents **must** submit tag reports within 14 calendar days from the close of the business week during which the tag applications were processed. As of January, 2002, MVA-13A tag report series shall be submitted weekly.

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MVA-13A REPORT INSTRUCTIONS (HEADING)	
Page 1 of ____	Enter the total number of pages included with the report. The MVA-13A report must always be the first page of your report.
'For State Use Only' Block	SKIP THIS BLOCK.
County	Enter the name of the county for which the report is filed.
County Number	Enter the county number (1 through 159) which has been assigned by the Motor Vehicle Division.
Reporting Period	Enter the beginning and ending dates which span the period covered by the report.
Date Report Transmitted To MVD	Enter the date the report is brought or mailed to the Motor Vehicle Division.

- County tag agents that produce their own reports should make the necessary changes. If a county anticipates a major deviation from the way in which we have requested this information be reported, contact the Motor Vehicle Division prior to submission of these reports.

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If a tag is issued new from your inventory with a decal at the same time, you report both the tag and the decal but you record the money on the decal. If a tag is not issued from your inventory and you issue a decal, the tag would not be reported because it was already reported as a new issue. In this case, the money would be reported on the decal and the tag would not be reported.

MVA-13A REPORT INSTRUCTIONS (LEFT SIDE OF COUNTY TAG AGENT'S SUMMARY)	
Number of "Wildlife" Tags @ \$15.00 Fee	Number of "Wildlife Tags" issued from your inventory during report period
Number of "Special" Tags @ \$25.00 Fee	Number of "Special" Tags for which \$25.00 annual fee was paid.
Tags Sold	Number of tags issued for which tag fee was paid. Total would include all tags reported on MVA-13B and MVA-13D reports excluding replacement tags issued for a tag fee. If a decal is issued with a tag, do not include the issue of the tag in this total.
Decals Sold	Number of decals issued for which a decal fee was paid.
Area Between Decals Sold & Total Sold On MVA-13A Report	Write 'Replacement Tags Sold' And Record The Number Of Replacement Tags Issued For \$8.00
Total Sold	Add the number of tags sold (tag fee collected and no decal issued), and the number of decals sold.
Area Between Total Sold & Free Decals On MVA-13A Report	Write in the words 'FREE TAGS' and record the number of tags issued for which no tag fee was charged and no decal issued.
Free Decals	This Field Should Only Be Used In Situations In Which You Issue 'L' Decals Or 'Z' Decals.
Total Free	Record total # of tags & decals issued free.
Total Tags/Decals Sold/Free	Add 'total sold' to 'total free' and record total.
Paid Transfers	Record total number of transfers for which transfer fee was paid
Free Transfers	Record total number of transfers for which no transfer fee was paid

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MVA-13A REPORT INSTRUCTIONS (RIGHT SIDE OF COUNTY TAG AGENT'S SUMMARY)	
Wildlife Tags	Multiply number of wildlife tags issued by \$15.00 and record total.
Special Tags Annual Fee	Multiply number of 'Special Tags' by \$25.00 and record total.
Area Between Special Tags Annual Fee and Tags/Decals	Write "Total Manufacturing Fees" collected for special tags issued from your inventory. Do not include Wild Life Tag manufacturing fees.
Tags/Decals	Add tag fees and decal fees collected from MVA-13B, MVA-13C & MVA-13D reports and record total.
Transfers	Multiply # of paid transfers by \$5.00 and record total.
Total Fees	Add Wildlife tag MANUFACTURING FEES, Special Tag annual renewal fees, Total manufacturing fees, Tag/Decal fees and transfer fees and record total.
Agent's Fee Tags	Multiply number of 'TAGS SOLD' on left side of summary by \$1.00 and record total.
Agent's Fee Decals	Multiply number of 'DECALS SOLD' on left side of summary by \$1.00 and record total.
Agent's Fee Transfers	Multiply number of 'Paid Transfers' on left side of summary by \$1.00 and record total.
Agent's Fee Wildlife	<p>Agents are authorized an additional \$1.00 fee for every Wildlife tag they issue new from their inventory. The usual \$1.00 agent's fee for the Wildlife Tag sale should be included in the 'AGENT'S FEE DECALS'.</p> <p>Multiply number of 'Wildlife Tags @ \$15.00 fee by \$1.00 and record total.</p> <p>County Tag Agent only retains this fee for the initial issue of the wildlife license plate.</p>
Total Agent's fee	Add 'Agent's Fee Tags', 'Agent's Fee Decals', 'Agent's Fee Transfers', and 'Agent's Fee Wildlife' and record total.
Grand Total Remitted to DOR/MVD	Subtract 'Total Agent's Fee' from 'Total Fees' and record total. Check should be remitted in this amount.

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MVA-13A REPORT INSTRUCTIONS (BOTTOM OF COUNTY TAG AGENT'S SUMMARY)	
Control Number(a) of any MVA-41's attached to this report.	If you are submitting any MVA-41's (Control Item Affidavit/Report) with the tag report, the control number(s) should be recorded in this block. MVA-41 forms should be clipped together.
Tag Agent's Signature and Check Number	The County Tag Agent must sign the report and the check number should be recorded.

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MVA-13B REPORT INSTRUCTIONS (HEADING)	
Page _____ of _____	Enter the page number of the MVA-13B report after the word 'Page'. Enter the total number of pages in the report after the word 'OF'.
Reporting Period: From _____ TO _____	Enter the beginning and ending dates which span the period covered by the report. The dates should be the same dates as entered on the MVA-13A report.

TAGS ISSUED/SOLD MVA-13B REPORT CONTINUED
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Except for those tags which are reported on the MVA-13D report, all other tags which are issued new from county inventory must be reported in ranges (where possible) on the MVA-13B report. If more than one tag symbol is issued or if there is a skip between the first and last number issued, separate line entries must be made. Prestige tags, Amateur Radio tags, and other tags which are not issued in ranges must be reported as separate line entries.

Column A No. of Tags Issued Free/Sold	Record the number of tags issued new from your inventory per each line entry. Unless the tag does not require a renewal decal, new tag issues are reported in the free column.
Column B Tag Numbers* From _____ Through _____	Record the numbers and/or letters stamped on the license plate exactly as they appear on the license plate in ranges. If there is a skip in the tag types tag ranges or tag numbers issued separate line entries must be made. *The two alpha character plate types should be recorded before each line entry in the 'FROM' column.
Column C Balance of Tags on Hand	This column is for the County Tag Agent's convenience should he or she want to monitor their inventories using the reports.
Column D Tag Rates	Record the tag fee for the tag or tag range entered on the same line entry only if the tag is issued without a decal. If the tag is issued with a decal, leave this column blank.
Column E Total Fees Collected	Multiply the number of tags reported in 'Column A' by the Tag Rates in 'Column D' and record the total in 'Column E'.

At the bottom of the report, record the total number of 'free' tags and total number of tags 'sold'. Add up all fees collected and record total at the bottom of report in the block labeled 'Fees collected for tags reported this section'.

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MVA-13C REPORT INSTRUCTIONS (HEADING)	
PAGE ____ OF ____	Enter the page number of the MVA-13C report after the word 'Page'. Enter the total number of pages in the report after the word 'Of'.
REPORTING PERIOD : FROM _____ TO _____	Enter the beginning and ending dates which span the period covered by the report. The dates should be the same dates as entered on the MVA-13A report

DECALS ISSUED/SOLD MVA-13C REPORT	
COLUMN A NO. OF DECALS FREE/SOLD	Record the number of decals issued per each line entry. Depending upon the transaction, the number of decals would either be in the 'Free' or 'Sold' column.
COLUMN B DECAL SYMBOL	Record the alpha character on the renewal decal.
COLUMN C DECAL NUMBERS FROM THROUGH	Enter the first decal number issued for a specific range in the 'From' column and the last decal number in the 'Through' column. If there is a skip in the decal ranges or decal numbers issued, separate line entries must be made.
COLUMN D BALANCE OF DECALS ON HAND	This column is for the county tag office's convenience should the county want to maintain for their records the balance of decals in county's inventory.
COLUMN E DECAL RATES	Enter the cost of a decal reported on the same line entry.
COLUMN F TOTAL FEES COLLECTED FOR DECALS	Multiply the number of decals reported in 'Column A' by the decal rate in 'Column E' and record fees in this column.

At the bottom of the report, record the total number of 'free' decals and total number of decals 'sold'. Add up all fees collected and record total at the bottom of report in the block labeled 'Fees collected for decals reported this section'.

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MVA-13D REPORT INSTRUCTIONS (HEADING)	
PAGE ____ OF ____	Enter the page number of the MVA-13D report after the word 'Page'. Enter the total number of pages in the report after the word 'Of'.
REPORTING PERIOD : FROM _____ TO _____	Enter the beginning and ending dates which span the period covered by the report. The dates should be the same dates as entered on the MVA-13A report

The MVA-13D report is used to report the issuance of, tags for vehicles weighing over 26,000 pounds which are a part of the county's inventory, government tags, government motorcycle tags and permanent trailer tags.

MVA-13D REPORT (CONTINUED)	
COLUMN 1 TOTAL NUMBER OF TAGS	Record the number of tags issued per each line entry. If there is a break in the tag number, separate line entries must be made.
COLUMN 2 TAG SYMBOL	The report reflects the valid alpha characters STAMPED ON THE TAGS to be reported on this page. 'TAG SYMBOL' DOES NOT EQUAL 'PLATE TYPE' IN ALL CASES.
COLUMN 3 TAG NUMBERS FROM THROUGH	Enter the first tag number issued for a specific range in the 'From' column and the last tag number in the 'Through' column. Renewals of big truck tags should not be recorded.
COLUMN 4 TAG FEE	The report reflects the tag fee which should be collected for tags reported on this page. The money collected to renew big truck tags and the decals issued are recorded on the MVA-13C report with the decals issued. Leave this field blank if you are reporting the issue of big truck tags.
COLUMN 5 TOTAL AMOUNT OF TAG FEES COLLECTED	Multiply the number of tags reported in 'Column 1' by the applicable tag fee in 'Column 4' and record fees in this column.

At the bottom of the report, record the total number of government, government motorcycle, and permanent trailer tags issued on this page of the report. Add up all fees collected (Column 5) and record total at the bottom of report in the block labeled 'Total Fees'.

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MVA-13E REPORT INSTRUCTIONS (HEADING)	
PAGE ____ OF ____	Enter the page number of the MVA-13E report after the word 'Page'. Enter the total number of pages in the report after the word 'Of'.
REPORTING PERIOD : FROM _____ TO _____	Enter the beginning and ending dates which span the period covered by the report. The dates should be the same dates as entered on the MVA-13A report

If the Motor Vehicle Division is to provide the county tag agent with specifics about an overage/shortage condition in either the number of transfers received with a report or the correct amount of 'special tag fees' and 'Wildlife tag fees', this report must be completed and submitted with the MVA-13A report.

The first section of the report is for transfers. The tag number stamped on the plate preceded by the plate type (and decal number, if applicable) for all transfers included with the report should be listed. Except for recording the number of transfers and fees collected on the MVA-13A report for transfers, specific tag number and decal number information for transfers is not to be reported on any other report except the MVA-13E report.

MVA-14A REPORT INSTRUCTIONS

Report instructions do not apply to those counties using GRATIS.

The issuance of Temporary Operation Permits must be reported on MVA-14 tag reports by County Tag Agents using county systems. A temporary operation permit is issued when a license plate is not available in the County Tag Agent's inventory. If a license plate is in the tag agent inventory, then the tag is issued by the agent and reported on the MVA-13A tag report series.

No tag transfers may be reported on an MVA-14 and MVA-14T report; nor, should this report be used for title applications, replacement tags or changes in the weight or classification of a license plate.

The MVA-14 and MVA-14T reports and MVA-13A tag report series must be filed according to the time frame prescribed in Section 40-2-34 of the Official Code of Georgia, Annotated:

- (a) All county tag agents accepting license plate applications shall endeavor to submit to the commissioner on at least a weekly basis reports of license applications handled and remit with such reports related sums of money to which the Department of Revenue is entitled.
- (b) All tag reports of license applications handled and related sums of money to which the Department of Revenue is entitled must be submitted to the commissioner within 14 calendar days from the close of the business week during which the aforementioned license applications were handled and related sums of monies received. The term "business week" shall mean Monday through Friday or Saturday, if the County Tag Office is open on Saturdays.
- (c) Failure to submit the reports or remit the funds within the 14 day period as required by this Code section shall result in the penalties imposed by Code Section 48-2-44.

Failure to submit the tag reports in the lawful time frame will result in a penalty of 10% of the amount of the report filed late plus interest in the amount of 1% per month from the date the report should have been filed until the date the report is filed and tag fees are paid. Effective January 2002, MVA-14 reports and MVA13A tag report series must be submitted weekly.

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The MVA-14 and MVA-14T reports should be typed or electronically completed and printed. If they are handwritten, blue or black ink must be used. The white and blue copies of the reports must be returned to the Motor Vehicle Division; the county tag agent should retain the pink copy in the county tag office files. The MVA-14T report cannot be submitted without an MVA-14 report.

Once a report is completed, the white and blue copies of the report and applications, supporting documentation and fees should be mailed using the mailing label provided by the Motor Vehicle Division. If a county has been approved to generate their own MVA-14 and MVA-14T tag reports, two copies of each report must be submitted.

THE MVA-14, and MVA-14T tag reports are sent to the Motor Vehicle Division as follows:

1. The county tag agent's check must be made payable to the Motor Vehicle Division. The check should be stapled with one staple in the top left hand corner of the MVA-14 and MVA-14T report.
2. All parts of the original tag applications should be attached with one staple in the top left hand corner to the original temporary operation permit and any supporting document required for the issuance of a specific tag classification. DO NOT remove any copies of the tag application if MV-1A, MV-1C, or MV-1Z forms are used.
3. Any voided temporary operation permits (all parts) should be rubber banded together in one stack.

Tag agents should endeavor to issue temporary operation permits and license plates in numerical order starting with the lowest number on hand.

If a county want to produce their own MVA-14 and MVA-14T tag reports, they must submit a sample of each report prior to using the report to:

Attn: Special Tags
Motor Vehicle Division
P. O. Box 740381
Atlanta, GA 30374-0381

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PREPARATION OF THE MVA-14 REPORT

When completing the MVA-14 tag report, the following information should be completed in the heading:

PAGE 1 OF__	Enter total number of pages in report.
COUNTY:	Enter the name of the county for which the report is filed.
COUNTY NUMBER:	Enter the county number assigned by the Motor Vehicle Division
REPORTING PERIOD	Enter the beginning and ending date for the period of time the report covered.
DATES REPORT TRANSMITTED TO MVD	Enter the date the report is brought or mailed to Motor Vehicle Division.

Complete Columns 1, 2, and 3 in the following manner:

COLUMN "1"	Enter the total number of permits issued for each line entry.
COLUMN "2"	Enter the beginning (from) and ending (through) consecutive temporary operation permit serial numbers issued. Each line entry must be consecutive and must not include missing permits; voided permits or permits not issued. If there is a skip between first and last number issued, separate line entries must be made.
COLUMN "3"	Enter the total amount of fees collected for each line entry.
NUMBER OF PERMITS THIS PAGE	Add up the total number of permits issued in column "1" reported on the MVA-14 report.
FEES THIS PAGE	Add up the total amount of tag fees collected from column "3" as reported on all MVA-14 reports.
NUMBER OF PERMITS FROM FOLLOWING PAGES	Record the total number of permits issued on all MVA-14T reports.
FEES FROM FOLLOWING PAGES	Record the total amount of tag fees collected from column "3" reported on all MVA-14T reports.
TOTAL PERMITS THIS REPORT	Add the number of permits this page plus number of permits from following pages and record total.
TOTAL FEES	Add fees this page plus fees from other pages and record total.
NUMBER OF OPERATION PERMITS ISSUED FREE	Enter the number of temporary operation permits, which were issued without fee based on the tag/decal classification which will be issued.
NUMBER OF TEMPORARY PERMITS VOIDED	Enter the total number of temporary operation permits, which were voided.
ATTACHED [] Yes [] No	Please check whether or not any voided permits are included with the MVA-14 report.
VOIDED PERMIT NUMBERS	Enter the serial number of any voided permit number(s).

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The left side of the transmittal summary is for Motor Vehicle Division use ONLY.

The County Tag Agent should complete the right side of the transmittal summary in the following manner:

NUMBER OF FREE ISSUES:	Enter the number or permits, which were issued for no fee because of tag/decal class needed.
NUMBER OF PAID ISSUES:	Enter the number of permits which were issued for which a tag fee was charged.
NUMBER OF TOP'S ISSUED:	Add the number of free issues to the number of paid issues and record total. This number should be the same as "TOTAL PERMITS THIS REPORT".
TOTAL TOP FEES COLLECTED THIS REPORT:	Record total fees from bottom of column "3" on MVA-14 report.
LESS AGENT'S FEES:	Multiply the number of paid issues by \$1.00 and record result.
TOTAL REMITTED FOR TOP'S:	Subtract agent's fees from "TOTAL TOP FEES COLLECTED THIS REPORT" and enter total.
WRITE IN "TAG MANUFACTURING FEES":	Total amount of fees collected for the manufacture of the license plate if the license plate requires a manufacturing fee that has not been paid.
NUMBER \$25.00 Special Tag Annual Fees	Add total number of TOP'S, which require \$25.00 Special Tag annual fee.
TOTAL REMITTED FOR "SPECIAL TAGS:	Multiply "number of special tag annual fees collected" by \$25.00 and record total.
GRAND TOTAL REMITTED:	Add "TOTAL REMITTED FOR TOP'S" plus total "tag manufacturing fees" plus "Total Remitted for Special Tags" and record total. A check in this amount should be made payable to the Motor Vehicle Division.

Under the certification statement, the tag agent must sign, date and record the check number.

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MVA-14T REPORT INSTRUCTIONS

An MVA-14T report cannot be submitted without an MVA-14 report. The MVA-14T report is to be completed when additional space is needed for the reporting of TOP sales/issues or when reporting the TOP numbers which were issued for tag classifications for which an additional \$25.00 special tag which fee must be collected and remitted.

The heading of the MVA-14T report should be completed as follows:

PAGE ____ OF ____:	Enter the page number of the MVA-14T Report and the total number of pages in report.
REPORTING PERIOD:	Enter the beginning and ending date for period of time the report covers. The reporting period must be the same as the MVA-14 report.

Complete columns "1", "2" and "3" in the following manner:

COLUMN "1":	Enter the total number of permits issued for each line entry.
COLUMN "2":	Enter the beginning (from) and ending(through) consecutive temporary operation permit serial numbers issued. Each line entry must be consecutive and must not include missing permits; voided permits or permits not issued. If there is a skip between the first and last number issued, separate line entries must be made.
COLUMN "3":	Enter the total amount of fees collected for each line entry.
NUMBER OF PERMITS THIS PAGE:	Add the number of permits issued in column "1" as reported on the MVA-14T report and record total.
FEES THIS PAGE:	Add the amount of tag fees collected from column "3" as reported on the MVA-14T report and record total.

The bottom portion of the MVA-14T report is to be completed with the TOP numbers which were issued for which the \$25.00 additional "special tag" fee and manufacturing fee must be collected.

**MV-602 PROCEDURES - CORRECTION OF TAG REPORT/APPLICATION
AFTER SUBMISSION**

These procedures are for County Tag Agents that use county registration systems rather than GRATIS.

This section of the Tag Manual details procedures that should be used by the County Tag Agent using a county system to correct certain registration information which has been submitted by the County Tag Agents on their MVA-13A tag report series. This procedure should only be used to correct tag numbers, decal numbers (in decal years) or vehicle identification numbers. This procedure can not be used to correct MVA-13A reports where the correction would result in an overage or shortage of applicable fees. This procedure can not be used to correct information if the MVA-13A report has already been audited. Prior to submitting any corrections, County Tag Agents should have researched this information as thoroughly as possible in order to ensure its accuracy. The following general rules should be followed in completing Form MV-602:

1. This form should be typed or electronically completed and printed in order to be correctly interpreted by personnel within the Motor Vehicle Division. The Motor Vehicle Division cannot guarantee the corrections will be made properly if this form is handwritten. Separate MV-602 forms must be submitted, if corrections are for different MVA-13 reports and reporting periods.
2. DO NOT use this form to make corrections that have already been made on the face of the tag application previously submitted to the Motor Vehicle Division with the MVA-13A tag report series. This form can only be used if the information was not corrected on the original tag application.
3. If sufficient space is not available on this form, an explanation should be attached. Any explanation of corrections should reference the page number and the line number of the report involved.
4. Form MV-602 should be submitted with a copy of the MVA-13A report in which the original registrations were issued and this form should be submitted with the original tag application reflecting the correct information and the original registration that reflected the error. Form MV-602, a copy of the MVA-13A report; the correct original tag application and the incorrect owner's certificate of registration should then be mailed to the following address: Attn: County Tag & Title
Motor Vehicle Division,
Post Office Box 740381
Atlanta, Georgia 30374-0381

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When a license plate/renewal decal is exchanged the tag/renewal decal exchanged should accompany the MV-602 package to ensure proper credit. If an incorrect decal has already been affixed to a license plate and it can not be removed without mutilation to the extent that the numbers cannot be verified, Form MVA-41 must be completed and submitted noting the incorrect decal number. Form MVA-41 must also reflect the following note: "Incorrect decal on license plate. Decal can not be removed without mutilation".

Form MV-602 should be signed by the person at the county tag office requesting the correction.

In order to ensure that all information needed to properly correct registration records is included, the following steps should be followed when entering information on Form MV-602.

1. COUNTY NAME, COUNTY NUMBER- should be recorded on the first line of the form. In addition, the block labeled "Reporting Period" must be completed with the SAME dates as reflected on the MVA-13A report in which the original tag applications requiring correction were submitted.
2. INCORRECT DECAL NUMBER - If the original tag application reflected an incorrect decal number, the incorrect decal number must be recorded here. If the decal number was not in error, then leave this field blank. The incorrect decal should be submitted or the reason why it can't be returned should be on form MVA-41 (See #4 on previous page)
3. CORRECT DECAL NUMBER - If the incorrect decal number was recorded on the tag application, then the correct decal number must be recorded here. In this case, an entry would also be required in the INCORRECT DECAL NUMBER FIELD. If the decal number requires no correction, you must still list the correct decal number so that our personnel may locate the record that needs to be corrected.
4. INCORRECT TAG NUMBER - If the original tag application reflected an incorrect tag number, the incorrect tag number must be recorded here. If the tag number requires no correction, leave this field blank. The incorrect license plate should be submitted with Form MVA-41 if it was issued in error.
5. CORRECT TAG NUMBER - If the tag number was reflected in error on the original tag application, then an entry should be recorded in this area. If the tag number was not in error and the tag classification does not require a decal, the correct tag number must be recorded.

AUDITS/END-OF-YEAR CLOSEOUT AND TRANSFER AUDITS

These procedures will assist the County Tag Agents in scheduling, preparing and participating in the Motor Vehicle Division's End-of-Year Inventory Accountability Audit. A certain percentage of counties that use GRATIS will be audited each month rather than all of them at the end of the year. Business rules are the same for all counties.

These procedures should be used by outgoing and incoming County Tag Agents to assist them in scheduling, preparing for and participating in the County Tag Agent's Closeout/Transfer Audit.

SCHEDULING YOUR AUDIT

1. Determine when it is most convenient for your tag office's consigned inventories to be audited.
 - a. Consider your property tax collection operation.
 - b. Current year tag/decal sales can not be conducted after December 31st.
 - c. Are you going to close your tag office during the holiday season (Christmas through New Year's)?
 - d. Consider the time it takes your staff to set up and prepare your consigned inventories for audit.
 - e. Consider the fact that the Revenue Department's Regional Offices do not have enough field auditors to perform all the audits on the last day of the year.
 - f. Select your date(s), location and time.
 - g. Whenever applicable, contact the incoming County Tag Agent and reach consensus on the selected audit date(s).
2. Contact the Department of Revenue Regional Office for your county and request the date you have selected. Counties using GRATIS will be contacted.
 - a. Give the following:
 - Your name;
 - County name and MVD county number;
 - Name and phone number of your contact person;
 - Location of the consigned inventories to be audited;
 - Your selected date/time;
 - Whenever applicable, inform the audit coordinator that the audit will be a County Tag Agent Closeout/Transfer Audit or monthly audit.
 - b. Request the name(s) of the field auditor(s) assigned to perform your audit.
 - c. Confirm the scheduled date/time for your audit.

PREPARATION OF COUNTY TAG AGENT (CTA) CONSIGNED INVENTORIES FOR AUDIT

1. Locate, assemble and set up consigned inventories into retained and returnable shipment inventories.
 - a. Loose/unboxed inventories are to be set up in alpha numeric ascending order.
 - b. Unopened boxed/packaged inventory is to be set up in alpha numeric ascending order.
 - c. Include inventories stored in off-site locations.
 - d. The inventory in "unopened" boxes/packages shall be recorded as noted on the box or package.
 - e. If it is a County Tag Agent Closeout/Transfer Audit, the county tag agent leaving office should not open the following years-consigned inventories nor sign the MV-114, Motor Vehicle License Issuing Report(s). This should be done by the incoming county tag agent.
2. Retained inventories are to be retained at the county tag office and are NOT to be transferred to the field auditor. The following are "retained" inventories:
 - a. Homemade Trailer T-serial number plates
 - b. Serialized MVA-41 control item affidavit reports
 - c. County name decals
 - d. 5- year metal tags
 - e. 5- year Government tags and related "status", "county", "board", "city", or "authority" decals
3. Returnable inventories are to be transferred to the field auditor on the appropriate MV-34 series of forms. The following are "returnable" inventories at year-end:

Previous years Temporary Operation Permits and Renewal Decals (REG Cards for counties using GRATIS).

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4. Record the consigned inventories for audit on the appropriate MV-34 series form in alpha numeric ascending order.
 - a. Use the appropriate MV-34 form to record "Retained" and "Returnable" inventories.
 - b. Boldly mark "PICK UP SHIPMENT" centered on the top of each form used at End-of-Year Accountability Audit. Record the box number(s) in the "COMMENT" column adjacent to the listed tags packed in the box.
 - c. Use the MV-34A form for recording 5-year metal tags that have been issued with renewal decals in the new calendar year whenever the audit is performed after December 31 of the audit year. The field auditors shall classify the issuance of these tags as "Work in Process" at the county.
 - d. Use the MV-34D form for recording the Prestige and Commemorative tags transferred to the new incoming CTA.
 - e. Use the MV-34B form for Decals & Temporary Permits.

Duplicated, mutilated, and other types of un-sellable tags should have been returned to the MVD prior to the End-of-Year Inventory Accountability Audit.

PHYSICAL INVENTORY

1. Field auditor(s) will perform a physical count of your unsold/unissued consigned inventories.
 - a. Provide the field auditor(s) with a copy of your completed MV-34 forms. These copies will be classified as and boldly marked "Audit Working Papers".
 - b. The field auditor shall provide the county tag agent with a copy of the working papers upon completion of the audit.
 - c. After formal sign-off of the original MV-34 forms, the field auditor shall include the original working papers with the MV-34 transmittal to the MVD.
2. Assign a county tag office employee to assist and witness the audit.
3. If, at the time of the audit, you have failed to transmit any timely completed MVA-41's to the MVD, submit the appropriate copies to the field auditor.
 - a. Upon receipt of the MVA-41(s), the field auditor will attach them to the appropriate MV-34 form.
 - b. Notation of receipt will be made by the field auditor in the "REMARKS" column of the applicable form.
 - c. MVA-41's will NOT be accepted for missing and/or unaccounted for consigned inventory items after the audit is completed.
 - d. Un-serialized MVA-41's will NOT be accepted by the field auditor or

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4. Changes to the MV-34 forms and MVA-41 reports MUST be initialed by the field auditor and the county tag office employee.
5. Upon completion of the audit, the county tag agent or designated representative MUST sign in the “approved by” block and the field auditor MUST sign in the “audited by” block on the applicable MV-34 forms.
6. When this is a County Tag Agent closeout/transfer audit, the incoming CTA should signify acceptance of the county office “retained inventory” in the remarks column “accepted by - signature & date” on each applicable MV-34 form.

All inventory is “retained” and transferred to the new agent unless the County Tag Agents are changed on December 31.

7. The audited “returnable” inventories shall be packaged for transfer to and receipt by the field auditor.
 - a. When the returnable inventory is completed, write “Pick Up Shipment” boldly on the top of the applicable MV-34 forms.
 - b. Prior to sealing of the returnable inventory box(s), ensure that copies of the applicable MV-34 form(s) which define the contents of the box(s) are included in the top of each box.
 - c. The audited “pick up shipment” inventories shall be packaged in tag boxes, sealed, identifiably marked, and securely stored until pickup by an MVD designated commercial shipper.

Whenever space permits, it is permissible and preferable to package the audited returnable inventories in one box.

8. Retain a copy of the completed MV-34 forms in your permanent records.

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AUDIT VERIFICATION OF YOUR CURRENT YEARS COUNTY TAG AGENT SALES REPORT

1. Provide the field auditor with your current years-county tag agent sales reports books for MVA-12's, MVA-13's and MVA-14's.
2. The field auditor will compare the amounts of monies and documents transmitted to the MVD on each report according to your records and our records.

TRANSMITTAL OF CURRENT YEAR'S "FINAL" COUNTY TAG AGENT SALES REPORTS

This report is the responsibility of the out-going tag agent.

1. Complete FINAL current year's MVA-12, MVA-13 and MVA-14 County Tag Agent Sales Reports (with checks attached) and mail to MVD.
2. If final sales reports cannot be completed at the conclusion of the audit, arrange for the field auditor to return later in January.
3. If final sales reports have already been mailed, please provide the field auditor with copies marked "copy - Final Report."

FORM MV-34A COUNTY INVENTORY REPORT

The MV-34A form, County Inventory Report, is to be used for end-of-year inventory accountability audits and county tag agent closeout/transfer audits. All of the inventoried items listed on the MV-34A form are “retainable” inventories. Retainable inventories are retained at the county tag office until the end of the current license plate cycle. The exception to this is the homemade trailer T-serial plates and the MVA-41 Control Item Forms, which are always retained at the county tag office.

FORM MV-34 B (Non-GRATIS) and MV-34G (GRATIS) COUNTY INVENTORY REPORT

The MV-34 B or G forms, County Inventory Reports, are to be used for the end-of-year inventory accountability audits and county tag agent closeout/transfer audits. The inventoried items listed as temporary operation permits, and renewal decals are “returnable” inventories at the conclusion of the end-of-year inventory accountability audit. These items are “Retained” if this is a transfer/closeout audit occurring **other** than at the end of the calendar year.

LISTING OF COMMEMORATIVE AND PRESTIGE TAGS FORM MV-34P

The MV-34P form, Listing of Commemorative and Prestige Tags, is to be used for end-of-year inventory accountability audits, transfer audits, and whenever the Motor Vehicle Division requests a county to return these tags during the year. The tags listed on the MV-34P form were consigned to the county for issue. The listed inventoried items are “retainable” inventories at the conclusion of the end-of-year inventory accountability audit.

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MISSING/DUPPLICATED/MULTILATED TAGS, DECALS, TEMPORARY OPERATION PERMITS

General Information

- A. Form MVA-41 should be completed and submitted to the Motor Vehicle Division as soon as any inventory of license plates, renewal decals, and/or temporary operation permits are found to be missing, mutilated or duplicated.
 - 1. Missing and/or stolen inventories of license plates, renewal decals, and/or temporary operation permits should be reported on Form MVA-41 and submitted to the Motor Vehicle Division.
 - 2. Duplicated or mutilated items should be reported on Form MVA-41 and submitted to the Motor Vehicle Division with the duplicated or mutilated items.
- B. The Motor Vehicle Division prefers that each MVA-41 be typed or electronically completed and printed. If the form cannot be typed or electronically completed, it must be hand printed in blue or black ink.

Form Features

- A. Control number is imprinted in the top, right-hand corner of each form.
- B. Form MVA-41 has five (5) sections:
 - 1. Section 1 must be completed with the county name, county number, and county tag agent and date report submitted to MVD.
 - 2. Section 2 is to be completed when inventory items are missing.
 - 3. Section 3 is to be completed when inventory items are duplicated.
 - 4. Section 4 is to be completed when inventory items are mutilated or un-sellable.
- C. Section 5 is to be completed by designated Motor Vehicle Division personnel.

Counties that use GRATIS to process tags and titles should make appropriate entries into county inventory screens.

TEMPORARY OPERATION PERMITS

When a Temporary Operation Permit has been issued by the County Tag Office, it will expire 90 days from the date of issuance by the County.

- * Temporary Operation Permits issued late in the year will still show expiration dates 90 days from the date issued even though the expiration date spans part of the next year.

If the owner has not received the license plate within 75 days after the Temporary Operation Permit is issued, the owner or County Tag Agent should call the Special Tags Section at (404) 675-4947.

Upon receipt of the inquiry, the Special Tags Section will check our records to determine if the tag has been issued, a rejection letter sent or the tag returned for being undelivered by the Post Office. If the license plate has been returned by the Post Office, the tag will be re-mailed. If a rejection letter has been sent, the owner will be advised. If the license plate has not been issued at the time of the inquiry, it will be issued and mailed if possible. If we find that the tag has not been manufactured, a Replacement Temporary Operation Permit will be issued which will be valid for an additional 90 days.

There are four (4) copies of the Temporary Operation Permit. The original (top copy) should be forwarded to the State along with the MVA-14 Tag Report, one should be maintained by the County Tag Office, the third copy and the cardboard copy should be given to the applicant.

TAG FEE REFUNDS

The information for processing refunds of tag fees is for County Tag Agents that use county systems, however, the business rules are for all County Tag Agents.

- A. A refund can be made for a license plate fee that was paid for a vehicle which was not owned by the taxpayer requesting the refund at any time during the taxpayer's registration period by submitting the following documents to the Motor Vehicle Division or County Tag Agent:
1. The metal plate and/or renewal decal issued in error must be submitted.
 2. The original owner's certificate of registration must be submitted.
 3. An affidavit from the person requesting the refund stating to whom and on what date the vehicle was sold.
 4. Form T-126 refund request.

The refund, when processed, will be mailed to the County Tag Agent from whom the tag fees minus agent's fee was received. The Motor Vehicle Division does not receive agent's fees or ad valorem taxes so the Motor Vehicle Division does not refund agent's fees or taxes.

- B. A refund can be made when two license plates have been issued for the same vehicle in the same owner's name by submitting the following documents to the Motor Vehicle Division or County Tag Agent:
1. The first metal plate and/or renewal decal must be submitted. Owner should retain plate and/or decal issued last.
 2. The owner's original certificate of registration for the license plate being returned.
 3. A photocopy of the owner's certificate of registration for the plate retained by the taxpayer.
 4. Form T-126 Refund Request.

NOTE: The refund, when processed, will be mailed to the County Tag Agent from whom the tag fees minus agent's fee was received. The Motor Vehicle Division does not receive agent's fees or ad valorem taxes so the Motor vehicle Division does not refund agent's fees or taxes.

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- C. A refund can be made for an improperly issued commercial license plate that has been rated in error by the State or County Tag Agent by submitting the following documents to the Motor Vehicle Division or County Tag Agent:
1. Submit the improperly rated license plate.
 2. The original owner's certificate of registration must be submitted.
 3. A new MV tag application must be completed in detail and submitted.
 4. Form T-126 Refund Request

The refund, when processed, will be mailed to the county tag agent from whom the tag fees minus agent's fee was received. The Motor Vehicle Division does not receive agent's fees or ad valorem taxes so the Motor Vehicle Division does not refund agent's fees or taxes.

No refund will be made directly to the taxpayer by the Motor Vehicle Division unless the fees were originally received by the Motor Vehicle Division from the taxpayer and not the county tag agent's office. Most County Tag Agents refund the tag fees, agent's fee and ad valorem taxes (if refund due) once the tag fee refund is received from the Motor Vehicle Division.

Counties that use GRATIS must update and authorize the refund on GRATIS.

OVERAGES/SHORTAGES (STATEMENT OF ACCOUNT)

The Motor Vehicle Division maintains an Accounts Receivable/Payable ledger to record overages and shortages on tag and title reports and branch transmittal reports received from County Tag Agents.

Once the county reports are processed and an overage/shortage condition is determined, the overage/shortage is recorded in our county accounts receivable ledger. When a county has a net balance of \$60.00 or more for an amount due the Motor Vehicle Division, a Statement of Account will be sent to that county requesting payment. When a county has a net balance of \$60.00 or more due the county tag agent, a Statement of Account will be sent to that county with a refund check attached made payable to the county tag agent. The Statement of Account will have a summary of the refund amount due the agent or amount owed to the State. A settlement of each county tag agent's account must be made at the end of each quarter when the net balance is \$60.00 or more.

Example: A county tag agent has an overage on a report of \$16.50 but has a shortage of \$14.00 on another report. A balance of \$2.50 is due the agent. If there are no additional overages/shortages during the year, a refund check for \$2.50 is sent to the county with a statement of account at the end of the year.

A report will be attached to the Statement of Account noting every tag agent report for which there was an overage or shortage condition. The explanation for the overage or shortage will be noted on this report.

If a County Tag Agent disagrees with information reflected on a Statement of Account, the agent should return it with the discrepancy noted on the back along with a copy of any report which was sent with the Statement of Account. After research of the report in question, the county will be contacted for resolution.

Telephone assistance concerning a statement of account or refund is available from the Accounting/Audit Section at: (404) 362-6448.

SECURITY RECOMMENDATIONS

While the forms and processing steps may be different for those counties using GRATIS, any business rules or security recommendations are for all counties.

1. Inventories of tags, decals, temporary operation permits, county name decals, registration cards and T-Serial plates must be maintained in security storage at all times. The most desirable type of security storage is a safe where the combination is known only to one or two county tag office employees. The next desirable security storage area is a locked wall cabinet where the keys are controlled by one or two county tag office employees. The next acceptable type of security storage area is a locked storage room where the keys are controlled by one or two county tag office employees. Access to the security storage area would be limited to the county tag office employees who have been approved by the county tag agent. Several examples of unacceptable storage arrangements are as follows:
 - a. Tag boxes stacked in the courthouse hallway.
 - b. Tag boxes stacked in the reception room of the county tag office.
 - c. Tag boxes stacked behind the counter in the county tag office.
 - d. Renewal decal boxes stacked behind the counter or on top of the counter in the county tag office.
 - e. Tag boxes and/or decal boxes stored in county warehouse which is not separately secured and is accessible to county employees and others.
 - f. Tag boxes and/or decal boxes stored in supply room which is uncontrolled and/or unattended.

The security and safeguard of the county tag office inventory must be maintained at all times.

2. The un-issued decals, tags, temporary operation permits, county name decals, T-serial plates and registration cards should be secured and safeguarded at the end of each business day. It is recommended that, the cashier or employee designated to maintain control of the un-issued loose inventory, record the un-issued serial number in each series of license plates, decals, registration cards, TOP's, and T-Serial plates at the end of each business day.
3. Upon opening for business the next day, the unused inventory should be verified against the previous day's records prior to release to the counter. This method will enable the county tag office employee to determine if any decals, tags, etc., are missing or otherwise unaccounted for.

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4. The County Tag Agent is responsible for the box contents whenever the Prison Industry's seal is broken and/or the box is opened. Whenever the seal is broken and/or the box is opened, a county tag agent employee should verify the box contents. If any of the box contents are missing or determined to be un-saleable, an Affidavit of Missing Tag/Decal Report, form MVA-41, should be completed and filed with the Motor Vehicle Division. In the situation where a missing item is discovered, another employee should verify the missing discovery and sign as a witness on the MVA-41 form. In the situation where the boxes are opened and "screened" immediately upon receipt; missing or un-saleable items must be reported to the Motor Vehicle Division on MVA-41 forms. Also, the missing or un-saleable items must be recorded on the boxes prior to being put into inventory. The county tag office employee screening the box contents should always initial and reseal the box.

REPORTING AND/OR SURRENDERING GEORGIA LICENSE PLATES

This form must be properly completed or it will be returned and can only be submitted for one of the reasons noted in Section 2 on the form.

Section 1: Show complete mailing address of the company and name of the authorized agent surrendering license plate. Check the appropriate box, under Reason for Report. You will be either surrendering a license plate or declaring that there was no license plate on the vehicle. Check only one.

Section 2: These are the only acceptable reasons for surrendering a license plate and/or making a report of a surrender of license plate.

Section 3: Show the complete vehicle and tag information. The full and complete identification number of the vehicle must be shown or the form will be returned for this information. If no Georgia license plate is submitted, you will not show a license plate number.

Section 4: Check the appropriate method of delivery to the Motor Vehicle Division or the local County Tag Office.

Section 5: This form must be signed by the authorized representative of the company surrendering the license plate.

Please see the coded color references at the bottom of the form for information as to what copy you should retain.

If a T-158 form is returned for completion and a Georgia license plate was surrendered, the license plate is not retained by the Division until the form is properly completed and returned. The license plate is sent for destruction and can not be retrieved.

No forms will be pulled for copying or verification of information submitted.

SEIZURE AND REVOCATION OF LICENSE PLATES

The business rules in the section are for all counties. Counties that use GRATIS to process tag and title applications should use these business rules and GRATIS to update appropriate files relating to the customer and license plate.

The State Revenue Commissioner has approved the delegation of authority to act on his behalf under the provisions of O.C.G.A. Section 40-2-135 to all County Tag Agents when a personal check is accepted for payment of registration fees which is subsequently returned for insufficient funds.

When the County Tag Agent determines that a license plate was purchased with a personal check that was returned because of insufficient funds, the below listed procedure should be followed.

1. The County Tag Agent must send a letter by "certified mail, return receipt requested " to the holder of the license plate. The letter must include a statement substantially as follows:

"In accordance with the Official Code of Georgia Annotated Code section 40-2-135 it is proposed that motor vehicle license plate number _____ be revoked because it was purchased with a personal check which was returned because of insufficient funds. You are required to return the license plate and registration certificate to this office not later than 10 days after receipt of this letter."

If punitive action is contemplated by the County tag Agent, the letter also should include the form of notice indicated in Georgia law or the customer does not comply with the request O.C.G.A, Section 16-9-20.

2. If the letter which was sent by certified mail is returned undelivered, the County Tag Agent may mark the file accordingly and request a law enforcement officer to seize the license plate.
3. If the license plate is seized by a law enforcement officer or returned by the holder to the County Tag Office, it should be forwarded to the Motor Vehicle Division, Attention: Accounting/Dead Tag, together with a copy of the registration certificate which has been annotated "Revoked in accordance with O.C.G.A. Section 40-2-135 by _____ Tag Agent, _____ County and signed by the County Tag Agent and dated.

TRANSFER OF LICENSE PLATE/RENEWAL DECALS FROM ONE COUNTY'S INVENTORY TO ANOTHER COUNTY'S INVENTORY

Counties that use GRATIS should use GRATIS to effect transfers of license plates or REG Cards from one county's inventory to another. This process is to be used by counties using county systems.

In order to transfer a tag/decal from one county's inventory to another county's inventory when both counties are in agreement, the county making the transfer must complete the Form MV-103A and send a copy of the form to the Motor Vehicle Division Material Control Section, POB 740381, Atlanta, Georgia, 30374-0381. The transferring county retains a copy for its county records and forwards a third and fourth copy to the county accepting the tag/decal. The county accepting the tag/decal retains a copy and forwards the fourth copy to the Motor Vehicle Division showing that the tag/decal has been received and is now a part of its inventory.

1. The transferring county is required to complete Section I of the MV-103A by doing the following:
 - a. Record the number of tags/decals that are being transferred
 - b. Record the tag /decal series, for example, the type of tag such as HV, DV, etc.
 - c. If more than one tag or decal is being transferred, show the "from and through" range
 - d. The name of the county transferring the tag/decal
 - e. Section I must be signed and dated showing approval of the transfer of tag/decal
2. The county receiving the tag/decal is required to complete Section II of the MV-103A by doing the following:
 - a. Record the number of tags/decals that are being received.
 - b. Record the tag or decal series received, example the type of tag such as HV, DV, etc.
 - c. If more than one tag is being received show the "from and through" range
 - d. The name of the county receiving the tag/decal
 - e. Section II must be signed and dated showing the acknowledgment of receipt of tag/decal

It is very important that the original two copies of the MV-103A are mailed to the Motor Vehicle Division/Material Control to ensure correct balancing of the End-of-year Inventory Accountability Audit.

MOTOR VEHICLE DIVISION MANUAL

PLATE CATEGORY TABLE (SORTED BY DESCRIPTION)	
DESCRIPTION	CODE
AGNES SCOTT COLLEGE	AS
AIR FORCE RESERVES	RF
ALBANY STATE UNIVERSITY	AL
ALTERNATE FUEL	AF
AMATEUR RADIO	AR
ARMY RESERVES	RA
AUTHENTIC HISTORICAL	AH
AUTO DEALER	DL
BERRY COLLEGE	BE
BRENAU UNIVERSITY	BR
CERTIFIED FIREFIGHTER	CF
CHOSIN KOREA	CH
CIVIL WAR HISTORIAN	CW
CLARK ATLANTA UNIVERSITY	CL
COAST GUARD RESERVES	RC
COLUMBUS COLLEGE	CC
COMMERCIAL STRAIGHT TRUCK	HX
COMMERCIAL TRUCK >63K	HK
COMMERCIAL TRUCK 26K-30K	HF
COMMERCIAL TRUCK 30K-36K	HG
COMMERCIAL TRUCK 36K-44K	HH
COMMERCIAL TRUCK 44K-55K	HI
COMMERCIAL TRUCK 55K-63K	HJ
COURT OF APPEALS	CA
DELIBERATORS	DB
DESERT STORM VETERAN	DS
DISABLED ATHLETE	DA
DISABLED PERSON	DP
DISABLED VETERAN	DV
DISABLED VETERAN (FREE)	HV
DISABLED VETERAN MOTORCYCLE	HM
DISTRIBUTOR	HT
EMORY UNIVERSITY	EM
FOREIGN ORGANIZATION	FO
FOREST PRODUCT TRUCK	FA
FOREST PRODUCT TRUCK/TRACTOR	EA
FORMER PRISONER OF WAR	FP
FORT VALLEY STATE UNIVERSITY	FV
GEORGIA INSTITUTE OF TECHNOLOGY	GT
GEORGIA SOUTHERN UNIVERSITY	GS
GEORGIA STATE UNIVERSITY	ST

MOTOR VEHICLE DIVISION MANUAL

PLATE CATEGORY TABLE (SORTED BY DESCRIPTION)	
DESCRIPTION	CODE
GOVERNMENT	GO
GOVERNMENT MOTORCYCLE	GM
GOVERNOR	GV
HABITUAL VIOLATOR	AI
HEARSE/AMBULANCE	HB
HOBBY ANTIQUE	HA
HOBBY ANTIQUE MOTORCYCLE	HD
HONORARY CONSUL	HC
HOUSE SPEAKER	SH
IRP COMMERCIAL	IC
IRP PERMANENT TRAILER	IA
IRP PRIVATE	IP
IRP REPLACEMENT PERM TRAILER	IX
IRP TEMP AUTHORIZATION	TA
IRP TRAILER	IT
KENNESAW COLLEGE	KE
KOREAN WAR	KW
LAGRANGE COLLEGE	LG
LIFE COLLEGE	LF
LIMITED BUS	LT
LT. GOVERNOR	LN
MACON STATE COLLEGE	MA
MARINE RESERVES	RM
MEDAL OF HONOR	MH
MEDICAL COLLEGE OF GEORGIA	MC
MERCER UNIVERSITY	ME
MOREHOUSE COLLEGE	MR
MORRIS BROWN COLLEGE	MB
MOTORCYCLE DEALER	DM
MOTORCYCLE DISABLED	MD
MOTORCYCLE DISTRIBUTOR	DZ
NATIONAL GUARD	NT
NAVY RESERVES	RN
NORTH GEORGIA COLLEGE	NG
PAINE COLLEGE	PC
PARDONS AND PAROLES	PP
PASSENGER CAR/LIGHT TRUCKS	AA
PEARL HARBOR SURVIVOR	PL
PERMANENT TRAILER	PT
PERMANENT TRAILER REPLACE	RP
PRESTIGE AUTOMOBILE	PR

MOTOR VEHICLE DIVISION MANUAL

PLATE CATEGORY TABLE (SORTED BY DESCRIPTION)	
DESCRIPTION	CODE
PRESTIGE MOTORCYCLE	PM
PRIVATE MOTORCYCLE	CY
PRIVATE SCHOOL BUS	PB
PRIVATE STRAIGHT TRUCK	PX
PRIVATE TRUCK >63K	PK
PRIVATE TRUCK 14K-18K	JA
PRIVATE TRUCK 18K-26K	JN
PRIVATE TRUCK 26K-30K	PF
PRIVATE TRUCK 30K-36K	PG
PRIVATE TRUCK 36K-44K	HP
PRIVATE TRUCK 44K-55K	PI
PRIVATE TRUCK 55K-63K	PJ
PUBLIC SAFETY	PS
PURPLE HEART	PH
RESERVES	RS
RETIRED VETERAN	RV
SAVANNAH STATE	SA
SEMINOLE CLUB	SE
SHERIFF	SF
SHRINE HOSPITALS	SB
SONS OF CONFEDERATE VETERANS	CV
SOUTHERN COLLEGE OF TECHNOLOGY	SC
SPELMAN COLLEGE	SP
SQUARE AND ROUND DANCERS	SQ
STATE REPRESENTATIVE	SR
STATE SENATOR	SS
STRAIGHT TRUCK FERTILIZER/AG	PW
SUPPORT PUBLIC SCHOOLS	PQ
SUPREME COURT	CS
TEMPORARY OPERATING PERMIT	TP
TRAILER	TR
TRANSPORTER	PO
TRUCK TRACTOR FERTILIZER/MILK	PZ
UNIVERSITY OF GEORGIA	GA
UNLIMITED BUS A	UA
UNLIMITED BUS B	UB
UNLIMITED BUS C	UC
UNLIMITED BUS D	UD
US REPRESENTATIVE	FR
US SENATOR	FS
VALDOSTA STATE COLLEGE	VA

MOTOR VEHICLE DIVISION MANUAL

<u>PLATE CATEGORY TABLE (SORTED BY DESCRIPTION)</u>	
DESCRIPTION	CODE
VEHICLE MANUFACTURER	DF
VIETNAM WAR VETERAN	VN
WESLYAN COLLEGE	WE
WEST GEORGIA COLLEGE	WG
WILDFLOWER TAG	WF
WILDLIFE	WL
WORLD WAR I VETERAN	WI
WORLD WAR II VETERAN	WW
YOUNG HARRIS COLLEGE	YH
50 MILE BUS A	LA
50 MILE BUS B	LB
50 MILE BUS C	LC
50 MILE BUS D	LD

MOTOR VEHICLE DIVISION MANUAL

<u>VEHICLE BODY STYLE TABLE</u>	
CODE	DESCRIPTION
AM	AMBULANCE
AT	CATTLE/HORSE TRAILER
BT	BOAT TRAILER
BU	BUS
CN	CONVERTIBLE
CP	COUPE
CT	CAMPER
GC	GOLF CART
HB	HOUSEBOAT
HC	MOTOR HOME
HR	HEARSE
JP	JEEP
LM	LIMOUSINE
MC	MOTORCYCLE
MH	MOBILE HOME
MP	MULTI-PURPOSE VEHICLE
MX	MIXER
RD	ROADSTER
SP	SPECIAL MOBILE EQUIPMENT
SW	STATION WAGON
TG	TOURING CAR
TK	TRUCK
TL	TRAILER
TR	TRUCK TRACTOR
TV	TRAVEL TRAILER
UL	UTILITY TRAILER
VN	VAN
WK	WRECKER
2S	2 DOOR
3S	3 DOOR
4S	4 DOOR

MOTOR VEHICLE DIVISION MANUAL

<u>VEHICLE COLOR TABLE</u>	
CODE	DESCRIPTION
BGE	BEIGE
BLK	BLACK
BLU	BLUE
BRO	BROWN
BRZ	BRONZE
COM	CHROME
CPR	COPPER
CRM	CREAM/IVORY
DBL	DARK BLUE
DGR	DARK GREEN
GLD	GOLD
GRN	GREEN
GRY	GREY
LAV	LAVENDER
LBL	LIGHT BLUE
LGR	LIGHT GREEN
MAR	MAROON/BURGUNDY
ONG	ORANGE
PEW	PEWTER
PLE	PURPLE
PNK	PINK
RED	RED
SIL	SILVER
TAN	TAN
TRQ	TURQUOISE
UNK	UNKNOWN
WHI	WHITE
YEL	YELLOW

REPLACEMENT TITLE APPLICATIONS AND SIGNATURES

Conditions:

A lien or security interest holder will be considered a personal representative of a vehicle owner if the lien or security interest holder is recorded on the current Georgia Title and the lien or security interest is not satisfied. Under these conditions, an authorized employee of the recorded lien or security interest holder may sign a replacement title application for the owner(s) if the original, current title is lost or stolen and the lien or security interest is not satisfied.

The following documents and fee must be submitted to the Motor Vehicle Division or County Tag Office.

1. Title Application

Properly typed, electronically printed or hand-printed legibly in blue or black ink in the current owner(s) name and current address. The owner(s) can sign the application. A person the owner(s) names in a power-of-attorney can sign the application or a person that is directly employed with the lien holder or security interest holder on the current Georgia Title record may sign the form. If an employee signs, the employee's position with the company must be printed beside the employee's signature. Except for the owner's Georgia address, the information on the replacement title application must be the same information recorded on the original title.

2. Supporting Document

An original letter from the lien or security interest holder on the lien or security interest holder's letterhead stationery requesting the replacement of a title in the owner's name. The letter must include the vehicle's year, make and vehicle identification number and the letter must be signed by an authorized representative of the lien or security interest holder.

Authorization to sign the owner's name on an application for a replacement title can not be passed on to another individual or company.

3. Processing Fee

\$8.00 replacement title application fee in the form of a check or money order made payable to the Motor Vehicle Division or the County Tag Agent as applicable. If the application is submitted to the Motor Vehicle Division's in-person or mail-in expedited title services, an additional fee of \$10.00 must be paid.

**Division of Motor Vehicles
And/or County Tag Agent
Title / Tag Application**

☐ Original Title Fee \$18.00
☐ Replacement Title Fee 8.00
☐ Title Penalty Fee 10.00
☐ Expedited Title Fee 10.00
 License Plate to Transfer _____
 (Attach copy of current registration)
 Current License Plate _____

☐ County Ad Valorem Tax \$ _____ . ____
☐ License Tag Fee \$ _____ . ____
☐ Mfg. Fee, Special Tag \$ _____ . ____
☐ Special Tag Fee \$ _____ . ____
☐ Tag Transfer Fee \$ _____ . ____
☐ 10% Tax Penalty (\$5 Minimum) \$ _____ . ____
☐ 25% Tag Penalty \$ _____ . ____
☐ \$1.00 Tag/Decal Mail Fee \$ _____ . ____

Vehicle Section

Vehicle Identification Number		Year	Make	Body Style	Series Model	Color	Cylinders	Fuel Type	New or Used
Date Purchased	Emission Certificate Number	Insurance Company		Insurance Policy Number		Prev. Title Number		Previous State	District
Ga. County of Residence		Odometer Reading <input type="checkbox"/> EXEMPT		Odometer Reading is Actual Miles Unless One of the Following is Checked <input type="checkbox"/> Exceeds Mechanical Limits of Odometer <input type="checkbox"/> Not the Actual Mileage, Warning Odometer Discrepancy					
Complete For All Trucks over 14,000 Gross Vehicle Weight Gross Vehicle Weight & Load Straight Truck? Used For Hire? Type of Trailer Pulled? Product Hauled? Is This A Farm Vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No									

Number of owners _____ Owner Section Leased Vehicle ☐ NO ☐ Yes Complete Lessee Section

Owner # 1	Full Legal Name of Owner 1			Date Of Birth
Ga. Drivers License No. (If Individual)	First,	Middle,	Last	Suffix
	Name of Business / Name of Leasing Company			
Owner # 2	Full Legal Name of Owner 2			Date Of Birth
Ga. Drivers License No. (If Individual)	First,	Middle,	Last	Suffix
Owner Address (Residence or Business)			Mailing Address (If Different from Residence or Business)	

Seller Section

Lessee Section

Ga. Dealer or Bank's 12 digit Identification Number: Name and Address Sellers County Name, If Ga. seller	Ga. DL Number of Lessee (if individual) Date Of Birth of Lessee (if individual) Lessee's legal name and Addr. or Business Lessee Name and Addr: Lessee's County Name
--	---

Number of Security Interests or Liens: ____ Security Interests or Liens Section

Security Interest / Lienholder 1 Identification Number: Name and Address	Security Interest / Lienholder 2 Identification Number: Name and Address
Security Interest / Lienholder 3 Identification Number: Name and Address	Security Interest / Lienholder 4 Identification Number: Name and Address

I do solemnly swear under criminal penalty of a felony for fraudulent use of a false or fictitious name or address or for making a material false statement punishable by fine up to \$5000 or by imprisonment of up to 5 years, or both, that the statements contained herein are true and accurate.

Owner # 1 Signature _____

Owner # 2 Signature _____

Applications (except signatures) must be typed, printed legibly in black or blue ink or electronically completed and printed.

APPLICATION FOR AN ORIGINAL OR REPLACEMENT "SALVAGE" TITLE

- **TITLE FEE \$18-**

CHECK APPROPRIATE BOX INDICATING
TYPE OF APPLICATION

ORIGINAL REPLACEMENT

PLEASE READ DETAILED INSTRUCTION ON THE REVERSE
SIDE OF THIS FORM BEFORE COMPLETING.

THIS FORM SHOULD BE USED TO APPLY FOR ALL SALVAGE
GEORGIA CERTIFICATES OF TITLE.

All applicable spaces on this form must be completed without alterations.

WARNING: Any owner of a salvage motor vehicle who transfers or attempts to transfer a salvage vehicle without obtaining a salvage certificate of title shall be guilty of a misdemeanor of a high and aggravated nature, punishable by a fine not to exceed \$5,000.

You cannot dispose or sell this "salvage" vehicle until you have first obtained a "salvage" title in your name.

DATE

X

Vehicle Identification Number		Make of Vehicle		
YR	Type of Body		Color of Vehicle	
Model	Cylinders	Date Purchased	Fuel Type	New or Used
Current Title Number			State	
Odometer Reading		Odometer Reading is actual miles unless one of the following is checked: 1() Exceeds mechanical limits of odometer 2() Not the actual mileage warning odometer discrepancy		

COMPANY NAME / OWNER LAST NAME, FIRST NAME, MIDDLE INITIAL

LESSEE / CO-OWNER LAST NAME, FIRST NAME, MIDDLE INITIAL

RESIDENCE ADDRESS (REQUIRED / NOT A POST OFFICE BOX)

CITY (RESIDENCE) STATE (RESIDENCE) ZIP CODE (RESIDENCE)

MAILING ADDRESS (ONLY IF DIFFERENT FROM RESIDENCE ADDRESS)

CITY (MAILING) STATE (MAILING) ZIP CODE (MAILING)

✎ I DO SOLEMNLY SWEAR UNDER CRIMINAL PENALTY OF A FELONY FOR FRAUDULENT USE OF A FALSE OR FICTITIOUS NAME OR ADDRESS OR FOR MAKING A MATERIAL FALSE STATEMENT PUNISHABLE BY FINE UP TO \$5,000 OR BY IMPRISONMENT OF UP TO 5 YEARS, OR BOTH, THAT THE STATEMENTS CONTAINED HEREIN ARE TRUE AND ACCURATE. I DO CERTIFY THAT THE VEHICLE DESCRIBED IS COVERED BY LIABILITY INSURANCE AS REQUIRED BY THE GEORGIA MOTOR VEHICLE ACCIDENT REPARATIONS ACT OF 1974 AS AMENDED.

TAGS ARE REQUIRED TO BE TRANSFERRED WITHIN 30 DAYS OF THE DATE OF PURCHASE O.C.G.A. 40-2-20 AS AMENDED

DEALER SECTION

<small>IF PURCHASED FROM A GA DEALER, THIS SECTION MUST BE COMPLETED UNLESS SAME INFORMATION & DEALER SIGNATURE ON TITLE/MSO, FOR VALUE RECEIVED, THE UNDERSIGNED DEALER HEREBY SELLS, ASSIGNS OR TRANSFERS VEHICLE TO THE PURCHASER AND THE UNDERSIGNED DEALER WARRANTS TITLE TO VEHICLE AND CERTIFIES THAT THE SAME IS SUBJECT TO NO LIENS, SECURITY INTERESTS OR ENCUMBRANCES EXCEPT AS NOTED.</small>		NAME OF PARTY FROM WHOM PURCHASED _____ STREET ADDRESS _____ CITY, STATE, ZIP _____ DEALER GA SALES TAX ACCOUNTY NO. _____ COUNTY NUMBER _____	
DEALERSHIP NAME _____ DEALER'S CURRENT MASTER TAG # _____ X _____ SIGNATURE OF AUTHORIZED AGENT _____			
NAME OF 1 ST LIEN OR SECURITY INTEREST HOLDER	LIEN HOLDER CODE	NAME OF 2 ND LIEN OR SECURITY INTEREST HOLDER	LIEN HOLDER CODE
ADDRESS 1		ADDRESS 1	
ADDRESS 2		ADDRESS 2	
CITY, STATE, ZIP		CITY, STATE, ZIP	

SALVAGE

**APPLICATION FOR A SALVAGE TITLE MUST BE MADE
PRIOR TO A "TOTAL LOSS" CLAIM BEING PAID**

SALVAGE

PLEASE DO NOT SEND CASH - SEND CHECK OR MONEY ORDER
TITLE APPLICATIONS (EXCEPT THE SIGNATURE) MUST BE TYPED

**Georgia Department of Revenue
Motor Vehicle Division****Request for Correction of:**

() Georgia Certificate of Title Number_____

() Georgia Certificate of License Plate Registration Number_____

(Tag Number)

(Renewal Decal No. and Year Issued)

Please complete items below for fields reflecting incorrect information on title or tag receipt only.
Do not complete all fields.

	Information Now Shown	Requested Correction(s)
Vehicle Id. No.	_____	_____
Vehicle Make	_____	_____
Year Model	_____	_____
No. Cylinders	_____	_____
Body Style	_____	_____
Date Purchased	_____	_____
New or Used	_____	_____
Odom. Reading	_____	_____
Name	_____	_____
Addr. Of Owner	_____	_____
	_____	_____
Other	_____	_____

(Personal Signature of Owner)**Notice: This request will not correct title or tag information that conflicts with source documents.**

This form should be accompanied by the title which was issued incorrectly. If requesting a correction of the tag receipt, the request should be accompanied by the tag receipt reflecting the incorrect information and a properly executed MV-1 application reflecting the correct information.



T. Jerry Jackson
Commissioner

State of Georgia
Department of Revenue
Motor Vehicle Division
Post Office Box 740381
Atlanta, Georgia 30374-0381
(404) 362-6440 (Hapeville Office)

Louis J. Curl, III
Deputy Commissioner
For Motor Vehicles

MV-46 (Rev. 9/99)

Motor Vehicle Certificate of Title Bond

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, as Principal(owner) and
_____, a corporation duly

organized and doing business under and by virtue of the laws of the State of _____,
and authorized to do business in the State of Georgia, and duly licensed for the purpose of making, guaranteeing, or
becoming sole surety upon bonds, or undertakings as required or authorized by the State of Georgia, as Surety, are held

and firmly bound unto the Revenue Commissioner of the of State of Georgia in the sum of _____

_____ Dollars (\$ _____)
lawful money of the United States of America for the payment whereof well and truly to be made, we bind ourselves, our
heirs, executors, successors and assigns, jointly and severally, firmly by these presents.

The conditions of the foregoing obligation is such that **WHEREAS**, the above Principal has made application for a
Certificate of Title under Section 40-3-28 of the Official Code of Georgia Annotated for the following described vehicle:

Year _____ Make _____ Vehicle Identification Number _____

NOW, THEREFORE, if any prior owner, lienholder, or security interest holder, and if any subsequent purchaser of the
above vehicle or person acquiring any security interest or lien in it, and their respective successors in interest should suffer
any expense, loss or damage, by reason of the issuance of the Certificate of Title of the above vehicle or on account of any
defect in or undisclosed security upon the right, title and interest of the Principal in and to the vehicle, the Revenue
Commissioner of the State of Georgia shall have a right of action to recover on this bond for the benefit of such person.

That said bond should remain in force and effect for a period of four(4) years from the date of issuance of this bond unless
the Revenue Commissioner of the State of Georgia has been notified of a breach of a condition of the bond.

Signed, sealed and dated this _____ day of _____,
(Month) (Year)

(Signature of Witness)

(Principal's (Owner's) Signature)

(Signature of Witness)

(Surety Agent's Signature)



T. Jerry Jackson
Commissioner

State of Georgia
Department of Revenue
Motor Vehicle Division
Post Office Box 740381
Atlanta, Georgia 30374-0381
(404) 362-6500

Louis J. Curl, III
Deputy Commissioner
for Motor Vehicles

MV-46A (Rev. 9/99)

Affidavit

(To be made part of MV-46 – Certificate of Title Bond)

The undersigned does hereby swear and affirm under oath that of his own personal knowledge the following information is true and correct:

On or about the _____ day of _____, _____,
(Month) (Year)

(Name of Applicant for Georgia Title)

(Address)

Acquired a _____
(Year Model) (Make of Vehicle) (Vehicle Identification Number) (Length and Width (If Mobile Home))

From _____
(Seller's Name)

(Seller's Address)

and satisfactory title documents cannot be produced at this time because of the following reasons:

Was this vehicle acquired through an abandonment process? () Yes () No

Has a "Total Loss" settlement ever been made by an insurance company or has this vehicle ever been wrecked to such an extent that its restoration required replacement of two or more major component parts? () Yes () No

Sworn to and subscribed before me

This _____ day of _____,
(Day) (Month) (Year)

(Signature of Applicant for Georgia Title)

(Signature and Seal of Notary Public)

(Date)

(Date My Commission Expires)

Note: Alterations or corrections void this form

NOTICE TO REVENUE COMMISSIONER
THAT LIEN OR SECURITY INTEREST DESCRIBED BELOW HAS BEEN SATISFIED*

NAME (S) OF OWNER(S)		VEHICLE IDENTIFICATION NO. (SERIAL NUMBER)	
STREET ADDRESS		VEHICLE MAKE	YEAR MODEL
CITY	STATE	CURRENT TITLE NO. AND STATE OF ISSUE	
NAME OF SECURITY INTERESTHOLDER OR LEIN HOLDER (As shown on title)		<p>Signature of Authorized Representative of Lien or Security Interest Holder</p> <p>Position</p> <p>Date</p> <p>Branch Office (When Applicable) (Area Code and Telephone Number)</p>	
ADDRESS			
CITY	STATE		

*AN AUTHORIZED AGENT OF ANY BRANCH OFFICE MAY EXECUTE THIS FORM ON BEHALF OF THE PARENT BANK/LENDING INSTITUTION
 IMPORTANT: ALTERATIONS OR ERASURES WILL VOID THIS FORM. THE MOTOR VEHICLE DIVISION RESERVES THE RIGHT TO VERIFY THE VALIDITY OF THIS FORM PRIOR TO ACCEPTING.

STOLEN, CONVERTED OR RECOVERED VEHICLE REPORT FORM

I (we) certify that the below described vehicle was stolen or converted as set forth under the Motor Vehicle Certificate of Title Act as amended and that I (we) will give proper notice when said vehicle is recovered. Please check block that applies:+

STOLEN CONVERTED ADMINISTRATIVE RELEASE Date:

NAME OF OWNER		VEHICLE IDENTIFICATION NUMBER	
STREET		CASE NUMBER	
CITY	STATE	MAKE OF VEHICLE	YEAR MODEL
NAME OF REPORTING AUTHORITY		VEHICLE TAG NUMBER AND STATE OF ISSUE	
STREET		TITLE NUMBER AND STATE OF ISSUE	
CITY	STATE	PHONE NO. & AREA CODE OF REPORTING AUTHORITY	

Signature of person making report _____

THIS FORM MUST BE TYPED

ATTN: Stop File
Motor Vehicle Division

P.O. Box 740384
Atlanta, Georgia 30374-0384

Bill of Sale

On _____, I/We _____
(Month, Day and Year) (Seller/Transferor's Name and Address)

_____ sold/transferred the following vehicle _____
(Year, Model, and Make)

(Vehicle Identification Number)

to: _____
(Purchaser's Name)

(Purchaser's Address)

Seller/Transferor further states that there are no liens, security interests, or encumbrances on said vehicle except as listed below:

Name of Security Interest or Lienholder: _____

Address: _____
(Street) (City) (State) (Zip)

Federal Regulations Require You To State The Odometer Mileage Upon Transfer Of Ownership.

I hereby certify to the best of my knowledge that the odometer reading is _____ and reflects the actual mileage of the vehicle.

Unless one of the following statements is checked:

- () The mileage stated is in excess of its mechanical limits.
() The odometer reading is not the actual mileage—Warning Odometer Discrepancy.

For vehicles ten years old or older, an odometer declaration is not required. Enter "Exempt" in this case.

Signature(s) of Seller(s)/Transferee(s)

X _____

X _____

Important: A Bill of Sale is not acceptable in Georgia to complete the chain of ownership of a motor vehicle where a Georgia Title has been issued and the vehicle is not exempt from the Federal Odometer Declaration requirements.

Limited Power of Attorney* For Completing Motor Vehicle Transactions

Important Notice: Under Georgia Law, it is a felony for any person to willfully enter false information on a title application. The Department of Revenue reserves the right to verify all information contained in this document prior to its acceptance. You cannot use a "limited" power of attorney when the seller/transferor and the buyer/transferee on the assignment of the title are the same persons or agents of the same company or corporation.

Know all men by these present that _____ of
(Name of Owner)

_____ does hereby appoint
(Address)

(Name & Address of appointed attorney-in-fact – Only one attorney-in-fact may be appointed)

as attorney-in-fact to represent the undersigned before the State Revenue Department of Georgia with respect to the following described vehicle:

(Year Model, Make of Vehicle, and Vehicle Identification Number)

Said attorney-in-fact is authorized by this power-of-attorney to apply for original or replacement certificates of title, to transfer title to said motor vehicle and to perform on the behalf of said owner in furtherance thereof any act or thing whosoever concerning such motor vehicle in every respect as the owner could do were he/she personally present at the doing thereof.

This power-of-attorney revokes all earlier powers-of-attorney and shall be in full force and effect until written revocation is received by the commissioner but in no event shall this power-of-attorney be valid beyond six(6) months form the date of its execution.

The undersigned owner further certifies that this power-of-attorney was completely filled in at the time of its execution.

Signed this _____ day of _____, _____.

(Typed Name of Owner)

(Street Address of Owner)

(Signature of Owner)

(City, State, Zip Code & Telephone No. of Owner)

Acknowledgement of Notary Public

The undersigned notary public does hereby certify that the above named owner of the vehicle identified herein, executed this power-of-attorney in my presence and that said owner is personally known to me or was satisfactorily proven to be the person named herein by the use of the following form of positive identification:

(Drivers License Number of Owner and State of Issue)

Subscribed before me this the _____ day of _____, _____.

(Typed Name of Notary Public or Magistrate)

(Street Address of Notary Public or Magistrate)

(Signature of Notary Public or Magistrate)

(City, State, Zip Code & Telephone No. of N.P. or Magistrate)

Affidavit of Correction

Date: _____

TO WHOM IT MAY CONCERN:

The strikeover on the assignment of the attached Manufacturer's Statement of Origin or Certificate of Title for the following described vehicle:

(Year Model, Make of Vehicle, and Vehicle Identification Number)

was made due to the following reason(s):

- | | |
|---|---|
| <input type="checkbox"/> Typographical error | <input type="checkbox"/> Assignment placed in Dealer
Assignment in error |
| <input type="checkbox"/> Customer changed mind | <input type="checkbox"/> Notary Public placed signature in wrong space |
| <input type="checkbox"/> Seller signed their name incorrectly | <input type="checkbox"/> Purchaser's name misspelled |
| <input type="checkbox"/> Seller assigned title to himself | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Seller assigned title to wrong party | _____ |
| <input type="checkbox"/> Seller made strikeover in purchaser's name | _____ |
| | _____ |

Sworn to and subscribed before me

this _____ day of _____, _____
(Month) (Year)

(Signature)

(Notary Public's Signature & Seal/Stamp)

(Date My Commission Expires)

Note: This form should be completed by the person(s) who was required to complete the assignment where the correction has been made. This form cannot be used when information has been blocked out by erasure or the use of correction fluid. In these cases, replacement documents must be obtained. This form cannot be used to correct an odometer reading, a purchase date or an incorrectly recorded lien or security interest holder. Form T-107 (Odometer Discrepancy Affidavit) must be used to correct an incorrectly recorded odometer reading. A T-4 (release of lien or security interest) form must be completed by the incorrectly recorded lien security interest holder. Alterations of the purchase date result in the assessment of a \$10.00 title penalty.

State of Georgia
Affidavit for Repossessed Motor Vehicle
(Please Read Instructions on Page 2 Before Completing This Form)

County of _____

This is to certify that the undersigned has repossessed the motor vehicle described below because of the failure of the owner to meet his/her obligation for settlement of a lien or security interest on said vehicle.

(Name of Owner)

(Street Address) (City) (State) (Zip)

(Year Model and Make of Vehicle) (Vehicle Identification Number) (Current Title Number)

(Security Interest or Lienholder's Name)

(Street Address) (City) (State) (Zip)

(Date of Repossession)

I, _____ do hereby swear that all facts set forth above
Are true and correct and I further certify that the holders of all other unsatisfied liens recorded against this
vehicle on the records of the Motor Vehicle, Department of Revenue, Atlanta, Georgia, have been duly
notified to protect their interest in the vehicle, if any.

(Typed or Printed Name of Security Interest or Lienholder)

(Notary Public)

(Authorized Signature)

(Title) (Date)

Note: If the title is not available, the reposessor must obtain a title in the state where the vehicle is currently titled before transferring.

(Please Read Instructions on Page 2 Before Completing This Form)

STATEMENT OF TITLE HELD BY LIENHOLDER, SECURITY INTEREST HOLDER OR LEASING COMPANY

Date: _____

This is to certify that the vehicle described below:

(Year Model, Make of Vehicle & Vehicle Identification Number)

is titled in the State of _____ with Title Number _____

issued in the name(s) of _____
(Owner(s) Name(s) as Shown on Title)

This title is held by: _____
(Name of Holder)

(Complete Address of Holder)

for payment of a lien, security interest or as required by a lease agreement.

Signature of Owner(s) or Lessee _____

Account Number: _____

Acknowledgement of Tax Commissioner or designated representative: _____

This form must be accompanied by a properly completed MV-1 title application and the out-of-state registration certificate or a Non-negotiable Certificate of Title.

Please show the correct and complete address of your leasing company or lending institution on the title application. Also, if the lessee signs the title application for the leasing company, a power of attorney must be submitted authorizing the lessee to sign for the leasing company.

Affidavit of Authority to Sign for a Company, Corporation or Partnership

Date: _____

The _____
(Name of Company, Corporation or Partnership)

(Street Address)

(City, State & Zip Code)

Hereby Certifies That _____
(Typed or Printed Name)

Has the authority to execute such documents, on behalf of the above named company, corporation or partnership pertaining to titling of such vehicles as owned by the above named company, corporation or partnership.

Sworn to and Subscribed before Me

This ____ Day of _____, _____
(Month) Year (Printed Name)

(Signature of Notary Public) (Signature)

(Date My Commission Expires) (Title)

This form must be signed under oath by an officer, partner or owner

Note: The State Motor Vehicle Division only holds powers of attorney on file (1) year from the receipt date in our walk-in Taxpayer Services Office. The above named attorney-in-fact will be required to submit two original powers of attorney to the State Motor Vehicle Division. At which time, one of the original powers of attorney will be returned to the submitter with a stamp affixed indicating that it is on file with the Motor Vehicle Division from one year from the receipt date. The attorney-in-fact, will then be required to submit a legible valid copy of this "stamped" power of attorney with each set of documents which they submit for processing on behalf of your company, corporation or partnership.

Please note that altered documents are not acceptable.

Affidavit of Authority to Receive A Title for A Company, Corporation or Partnership

Date: _____

The _____
(Name of Company, Corporation or Partnership)

(Street Address)

(City, State & Zip Code)

Hereby Certifies That _____
(Typed or Printed Name)

Has the authority to receive delivery of titles, on behalf of the above named company, corporation or partnership.

Sworn to and Subscribed before Me

This _____ Day of _____, _____
(Month) (Year) (Printed Name)

(Signature of Notary Public)

(Signature)

(Date My Commission Expires)

This form must be signed under oath by an officer, partner or owner

Note: The State Motor Vehicle Division only holds powers of attorney on file (1) year from the receipt date in our walk-in Taxpayer Services Office. The above named attorney-in-fact will be required to submit two original powers of attorney to the State Motor Vehicle Division. At that time, one of the original powers of attorney will be returned to the submitter with a stamp affixed indicating that it is on file with the Motor Vehicle Division for one year from the receipt date. The attorney-in-fact, will then be required to submit a legible valid copy of "stamped" power of attorney with each set of documents where they are authorized to pick-up titles on behalf of your company, corporation or partnership.

Please note that altered documents are not acceptable.

**Department of Revenue
Motor Vehicle Division**

**Affidavit of
Inheritance of Motor Vehicle**

State of Georgia, _____ County

Personally appeared before me, the undersigned person, who first being duly sworn, certifies that the Deceased, _____, who at the time of his/her death was the owner of the motor vehicle described below, left no will, that no application for the administration of the estate of the deceased is to be had; that the estate is not indebted and the surviving spouse if any, and the heirs, if any, have amicably agreed among themselves upon a division of the estate; and that title to said vehicle be issued to the person named below.

(Name of Applicant/Inheritor)

(Street Address)

(City)

(State)

(Zip)

(Make)

(Year Model)

(Vehicle Identification Number)

(Title Number)

(State of Issue)

(License Plate Number)

Sworn to and Subscribed Before Me

This _____ Day of _____, _____
(Month) (Year)

(Signature of Applicant/Inheritor)

(Signature of Notary Public)

(Date My Commission Expires)

*Certified copy of death certificate must accompany this form. Current title in name of deceased or properly assigned to deceased should be submitted with this form. All liens and security interests shown on the Motor Vehicle Division's records must be released in order for a free and clear title to be issued based upon this affidavit.

This Form Must Be Typed

**Department of Revenue
Motor Vehicle Division**

**Affidavit of
Inheritance of Motor Vehicle
(Non-Probated Will With Limited Assets)**

State of Georgia, _____ County

Personally appeared before me, the undersigned person, who first being duly sworn, certifies that the Deceased, _____, who at the time of his/her death was the owner of the motor vehicle described below which motor vehicle was the descendant's only asset and was not encumbered, left a will with limited assets, under which the below named applicant/inheritor is entitled to receive said motor vehicle, that no application for the administration of the estate of the deceased or the probate of such will is to be had; that the estate is not indebted and the surviving spouse, if any, and their heirs, if any, are SUI JURIS and have amicably agreed that title to said vehicle be issued to the person named below:

(Name of Applicant/Inheritor)

(Street Address)

(City)

(State)

(Zip)

(Make)

(Year Model)

(Vehicle Identification Number)

(Title Number)

(State of Issue)

(License Plate Number)

Sworn to and Subscribed Before Me

This _____ Day of _____, _____
(Month) (Year)

(Signature of Notary Public)

(Signature of Applicant/Inheritor)

(Date My Commission Expires)

Important Notice: A copy of the non-probated will and a certified copy of the death certificate **must** accompany this form. Current title in the name of deceased or properly assigned to the deceased should be submitted with this form. All liens and security interests shown on the Motor Vehicle Division's records must be released in order for a free and clear title to be issued based upon this affidavit.

This Form Must Be Typed

**State of Georgia
Department of Revenue
Motor Vehicle Division
1200 Tradeport Boulevard
Hapeville, Georgia 30354-3724**

**Certification of Inspection by a Duly Constituted City, County
or State Law Enforcement Officer or County Tag Agent**

This statement is to certify that I have made an examination of the Manufacturer's Identification Plate on the vehicle described below and found the Manufacturer's Identification Number to be:

Manufacturer's Identification Number _____

Year Model _____ Make _____ Body Style _____

License Plate Number _____ Year and State of Issue _____

This certification must be signed and submitted with all applications for Georgia Certificate of Title which are supported by documents other than a Certificate of Title or Statement of Origin.

Date Inspected: _____

Signature of Officer: _____

Official Title: _____

Badge Number: _____

Inspecting Officer's Headquarters:

(City and State)

(Telephone Number and Area Code)

**All spaces on this form must be completed or it will not be accepted.
Any alteration will automatically void this form.**

Request for Inspection of a Rebuilt Motor Vehicle

Attn: Salvage Office
Georgia Dept. of Revenue
Motor Vehicle Division
P.O. Box 740384
Atlanta, Georgia 30374-0384

This is to request that the rebuilt vehicle described below be inspected. If this vehicle passes your inspection, please authorize the Motor Vehicle Division to issue a Certificate of Title for this vehicle.

Vehicle Information

(Make)	(Year Model)	(Vehicle Identification Number)
(Owner's Name)		(Sales Tax Number)
(Owner's Address)		(Withholding Tax Number)
(Location of Vehicle)		(Home Phone Number Including Area Code)
(Person to Contact Regarding Inspection)		(Work Phone Number Including Area Code)

I understand that it is my responsibility as the title applicant, to have this vehicle available for inspection during regular business hours, from 8:00 a.m. to 4:45 p.m. Monday through Friday, unless otherwise instructed by the Motor Vehicle Division Inspector. I understand that a maximum of two trips will be made to inspect this vehicle. Before a third trip will be made, an additional fifty dollars fee must be submitted to the Motor Vehicle Division. I have left two phone numbers where I or someone else familiar with the above described vehicle can be reached in order to schedule an appointment. I understand that after three attempts have been made to contact me without success, the paperwork will be returned until I make further contact with the Department.

Signature _____ Date _____

For Revenue Department Use Only

Salvage Clerk's Signature _____ Date _____

To: _____
(Name of Person Holding Title)

(City, State, and Zip Code)

***For child support liens only**, the social security number of the obligator **must** be entered here: _____
(SSN of Obligator)

(City, State, and Zip Code)

Important: Any person who willfully and knowingly takes any action affecting the title to a vehicle other than as provided in Section 40-3-53 or 19-11-18 of the Georgia Annotated Code after having received a notice of lien as provided in this section is guilty of a misdemeanor.

Notice of Security Interest

General Information and Instructions

A security interest is perfected as of the date it is created if a notice of security interest, Form T-53D, is submitted to and processed by the Motor Vehicle Division or a County Tag Agent along with the filing fee within 20 days of the creation of the security interest. If more than 20 days pass before this notice is submitted, then the security interest is perfected as of the date of receipt by the Motor Vehicle Division or a County Tag Agent.

A new or Used Motor Vehicle Dealer or lending institution can submit this form. The completed notice must be submitted with an \$18.00 filing fee. Incomplete notices or notices submitted without the filing fee will not be accepted for processing. If a Georgia Title is already issued in the owner's name recorded on a notice, a notice of security interest will not be processed. This notice is not used to record a second security interest or additional security interests.

This notice is not a title application. A tag or tag transfer and registration will not be issued with the filing of this notice. Application for a Certificate of Title must be submitted within 90 days of the vehicle's purchase or a \$10.00 penalty fee will be assessed when an application for title is submitted. When the title application, statement of origin or title and any other supporting documents are submitted, the title application fee of \$18.00 must also be submitted.

This notice may be submitted to: The Motor Vehicle Division; the County Tag Agent in the county where the dealership is; the County Tag Agent in the county where the sale takes place; the County Tag Agent in the county where the vehicle is delivered; or the County Tag Agent in the county where the vehicle owner lives.

This notice cannot be submitted in person at the Motor Vehicle Division. If submission is to the Motor Vehicle Division, notices and filing fees must be mailed to the Motor Vehicle Division, *Registered Mail, Return Receipt Requested*, to the address on the T-53D form. If submission is to a County Tag Agent by mail, notices and filing fees must be mailed to the County Tag Agent, *Registered Mail, Return Receipt Requested*.

In most cases, if submitting in-person to a County Tag Agent, one (1) notice and filing fee must be submitted for each vehicle. If the notice and filing fee meet processing requirements, the notice will be returned to you stamped or validated with the date that the county received it. You will also receive a receipt and a letter referencing the vehicle, vehicle owner, and the security interest holder. The letter will verify that a notice of security interest has been processed and it will re-emphasize the requirement that a title must be obtained within 90 days of purchase.

If submitting in-person or by registered mail to the following counties, two (2) notices and the filing fee must be submitted for each vehicle: Ben Hill, Camden, Candler, Cobb, Early, Lee, Mitchell, Randolph, Screven, Telfair, Twiggs, and Wilkinson. If the notice and filing fee meet processing requirements, one (1) notice will be returned to you stamped or validated as of the date that the county received it. In lieu of a separate receipt, the validation of the notice may indicate the filing fee was paid. The other notice and the filing fee will be sent to the Motor Vehicle Division for processing. You will receive a letter from the Motor Vehicle Division referencing the vehicle, vehicle owner and the security interest holder. The Motor Vehicle Division will process these notices of security interest daily and as long as you have the original Form T-53D validated by the county, a valid security interest is perfected according to current law.

When you obtain the documents necessary to apply for a title, the documents, including an MV-1 application signed by the owner(s), the \$18.00 title application fee and the letter you received from the Motor Vehicle Division or the County Tag Agent, referencing the vehicle, vehicle owner and security interest holder should be submitted to the Motor Vehicle Division or a County Tag Agent. While it is not required that this letter be submitted with a subsequent title application, the time it takes to process a title will be significantly reduced if the letter is returned with the title application.

State of Georgia
Department of Revenue
Motor Vehicle Division
Notice To Owner-Payment of A "Total Loss" Claim

The vehicle described below is now classified as a "Salvage" motor vehicle. Since you are retaining the "Salvage" vehicle, you must comply with the following: (Place your initials to the left of each requirement and sign below):

Owner's

InitialsRequirements

- _____ You **Must** immediately remove the license plate;
The Vehicle:
.... **Must** be restored;
.... **Must** pass a State Motor Vehicle inspection; **and**
.... **Must** have a "new" Georgia License Plate issued and affixed **before** it can be operated.
_____ You **Must** provide your insurance company with the following **before** receiving payment of the "Total Loss" claim:
.... Your Title (if available)*
.... The license plate and registration certificate for this vehicle (for submission by your insurance company to the Motor Vehicle Division for the issuance of a "salvage" title in your name). You **cannot** sell this vehicle until you have obtained a Salvage Title in your name.
.... A properly completed MV-1S application (typed and signed) in your name(s)

*Refer to the instructions on page 2 (two) of this form for information pertaining to ten (10) model year old or older vehicles.

After you obtain a "Salvage" title and you decide to rebuild this vehicle or have someone rebuild it for you, you **must** also comply with the following:

- _____ You **must** obtain photograph(s) of the vehicle in it's wrecked/damaged condition for submission with your application for a "Rebuilt" title.
_____ You **must** retain and submit part(s) bills of sale for all the parts used to restore this vehicle indicating the rebuilder as the purchaser.
_____ You **must** apply for a "Rebuilt" Title and have the vehicle inspected by the State Motor Vehicle Inspection Section once the vehicle has been restored **but prior** to the vehicle being painted. You must remit a check or money order for the total fees due. The title fee is \$18.00 and the inspection fee is \$50.00. (Refer to the detailed instructions on page 2 (two) for instructions for applying for a "Rebuilt" Title and a Motor Vehicle Inspection).

Vehicle Information:

(Year Model & Make of Vehicle)	(Vehicle Identification Number)	(Title Number & State of Issue)
(Tag Number & State of Issue)	(Estimated Cost Of Repairs)	(Date of Settlement)

Owner's Certification (Read Before Signing)

This is to certify that the insurance agent named below has advised me of my responsibilities regarding the salvage vehicle Described above. I understand that this vehicle **cannot** be operated until it has been restored, passed a State Motor Vehicle Inspection, **and** has a "new" Georgia license plate issued and affixed. After repair, I understand that this vehicle may be issued a "Rebuilt" Title:

(Signature of Owner)	(Printed Name of Owner)	(Date)
(Street Address)	(City)	(State)
(Zip Code)		

Insurance Company's Certification

This is to certify that to the best of my knowledge the requirements outlined above have been explained to the vehicle owner:

(Signature of Agent for Insurance Company)	(Printed Name of Agent & Insurance Company)
(Street Address)	(City)
(State)	(Zip Code)

cc: Owner—Insurance Company—Salvage Section, Motor Vehicle Division, P.O. Box 740384

Important: Please make sure this form reflects the correct vehicle data (e.g. VIN, Year Model & Make) and all blocks have been completed. Owner must initial, date and sign in the spaces provided.

This Form Must Be Typed Without Alterations – Alternations Void This Form

Odometer Discrepancy Affidavit

Seller's Statement of Facts:

This is to certify that on _____, I _____.

(Date) (Sellers/Transferor's Name)

(Sellers/Transferor's Address)

sold/transferred the following described vehicle: _____

(Year Model & Make) (Vehicle Identification Number)

to: _____

(Purchaser's Name & Address)

* This is to certify to the best of my knowledge that at the time that I sold/transferred this vehicle, the odometer reading on this vehicle was _____ **(No Tenths)** and was the actual mileage on this vehicle unless one of the following statements is checked:

(Odometer Reading)

() 1. The Mileage stated is in excess of its mechanical limits. () 2. The odometer reading is **Not** the actual mileage.
Warning Odometer Discrepancy. In error, the documents pertaining to the transfer of ownership of this vehicle reflected an incorrect odometer reading due to the following reason(s): * A reason for discrepancy must be given of this form will not be accepted.

Sworn to and subscribed by me this _____ day of _____, _____.

(Seller's Signature)

(Seller's Street Address)

(Signature of Notary Public) (City, State and Zip Code) (Area Code and Phone Number)

My commission expires: _____

Purchaser's Statement of Facts:

This is to certify that on _____, I _____.

(Date) (Purchaser's/Transferee's Name)

(Purchaser's/Transferee's Address)

acquired the following described vehicle: _____

(Year Model & Make) (Vehicle Identification Number)

from _____

(Seller's/Transferor's Name)

*This is to also certify to the best of my knowledge that at the time I acquired this vehicle, the odometer reading on this vehicle was _____ **(No Tenths)** and was the actual mileage on the vehicle unless one of the following statements is checked:

(Odometer Reading)

() 1. The mileage stated is in excess of its mechanical limits. () 2. The odometer reading is **Not** the actual mileage.
Warning Odometer Discrepancy. This is to certify that I am aware of the facts contained in the above Statements of Facts From the seller. I further agree to indemnify the Georgia Department of Revenue for any and all losses which I might suffer due to the existence of facts to the contrary of those contained in this affidavit:

Sworn to and subscribed by me this _____ day of _____, _____.

(Purchaser's Signature)

(Purchaser's Street Address)

(Signature of Notary Public) (City, State, and Zip Code) (Area Code and Phone Number)

My Commission expires: _____

Important Notice: Affidavits should be obtained from **All** owners since this discrepancy in the odometer reading recording occurred. Also, persons appointed by power of attorney cannot complete this affidavit.

Motor Vehicle Division Title Fee(s) Refund Request Form

Title fees are only refunded for the reasons noted at the bottom of this form. Please submit this request along with copies of the documents (i.e., front and back of canceled check or receipt, correspondence, and MV-1 title application) if a title fee was paid and a refund is due based on one of the reasons. If you apply for a replacement title and later find the original title, the replacement title application fee will not be refunded.

PLEASE COMPLETE ALL APPLICABLE SPACES

(Vehicle Year)	(Vehicle Make)	(Vehicle Identification Number)
(Name of Individual(s) to Whom Refund is Authorized)		
(Mailing Address of Individual(s) to Whom Refund is Authorized)		
\$ _____		
(Refund Amount Requested)		

CHECK APPLICABLE REASON FOR REFUND

- ☐ A. Title fee was paid twice (Dates: _____ and _____).
- ☐ B. Georgia does not title this year model or type of vehicle.
- ☐ C. Georgia does not issue titles on the basis of a court order/surety bond for this year model or type of vehicle.
- ☐ D. A replacement title was applied for; however, the Motor Vehicle Division was holding the original title or documents which had been returned by the postal authorities.
- ☐ E. The applicant is NOT a Georgia resident.
- ☐ F. Vehicle owner/applicant for title is a State or Federal Agency.
- ☐ G. \$10.00 Special Handling fee paid for expedited service; however, title was not processed¹ in the time frame² indicated below. **This fee will not be refunded if our computer system is down.**
- ☐ G1 One day service not received from walk-in counter title area
- ☐ G2 Five (5) day service not received from our mail-in Expedited title service
- ☐ H. \$10.00 penalty fee paid for failure to apply for a title within 90 days of purchase; however, title was applied for within this 90 day time frame.
- ☐ I. \$10.00 penalty fee paid for failure to resubmit title application and supporting documents within 60 days of a previous rejection notice; however, title application, supporting documents and fees were resubmitted within this 60 day time frame.

The Motor Vehicle Division will review and either approve or disapprove a refund request. Once a refund request is approved, please allow four (4) weeks for the refund check to be received.

Mail Request To:	ATTN: Title Refund Request Motor Vehicle Division P. O. Box 740381 Atlanta, GA 30374-0381	OR	Your County Tag Agent if payment was made to your County Tag Agent.
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¹ Processed = title issued or application rejected for additional requirements.

² Time Frame = the number of days between the time the application is received and the title is issued or application rejected for additional requirements.

Affidavit

I, _____
(Owner's Typed or Printed Name)

am applying for a Georgia Certificate of Title on the Basis of foreign documents and an English translation of same from a qualified translator or the following described vehicle:

(Description of Vehicle – Year Model, Make and Vehicle Identification Number)

I solemnly swear under criminal penalty of a felony for fraudulent use of a false or fictitious name or address or for making a material false statement on the documents regarding my title application punishable by a fine up to \$5000 or by imprisonment of up to five (5) years, or both that the statement contained in the documents accompanying my application for Georgia Certificated of Title are true and accurate:

Sworn to and Subscribed Before Me

This _____ Day of _____, _____
(Month) (Year)

(Signature of Notary Public)

(Date My Commission Expires)

(Typed Name of Translator)

(Area Code and Telephone Number of Translator)

(Signature of Translator)

This Form Must Be Typed Or Printed Legible In Ink

T-207E (Rev. 06/00)

English Translation of an Attached Bill of Sale

This is to certify that I _____
(Translator's Name)

(Translator's Address)

Have read the attached document and it contains the following information:

(Description of vehicle - Year Model, Make and Vehicle Identification Number)

(Seller's Name and Address)

(Purchaser's Name Address)

(Date of Sale – Day, Month and Year)

Does this document reflect any liens or encumbrances? () Yes* () No

*If Yes, please record the name and address of the holder or encumbrances:

Does this document indicate that the vehicle has been wrecked or salvaged? () Yes () No

Sworn to and Subscribed Before Me

This ____ Day of _____,
(month) (Year)

Typed Name of Translator)

(Signature of Notary Public)

(Area Code and Telephone Number of Translator)

(Date My Commission Expires)

(Signature of Translator)

Translation of a Foreign Registration Certificate

This is to certify that I _____
(Translator's Name)

(Translator's Address)

Have read the attached document and it contains the following information. This document is a:

(Type of Document and Country Where Issued—e.g., German Registration)

(Vehicle's Identification Number)

The current registered owner's name shown on this registration certificate by the issuing agency is:

Is the attached registration certificate still valid? () Yes () No*

*If the registration certificate is no longer valid, please indicate below the reason for cancellation:

- () The vehicle has been exported and is no longer registered in any country
() The vehicle has been issued an international Registration Certificate or a Registration Certificate from another Country has been issued.
() Other _____

Does this document reflect any liens or encumbrances? () Yes* () No

*If Yes, please list the name and address of all recorded lienholder(s) below:

Does this document indicate that the vehicle has been wrecked or salvaged? () Yes () No

Sworn to and Subscribed Before Me

This _____ Day of _____,
(Month) (Year)

(Signature of Notary Public)

(Date My Commission Expires)

(Typed Name of Translator)

(Area Code and Telephone Number of Translator)

(Signature of Translator)

Purchaser's Statements of Fact

This is to certify that I,

(Purchaser's Name)

(Purchaser's Address)

purchased/acquired the following described vehicle:

(Year Model)

(Make of Vehicle)

(Vehicle Identification Number)

on _____
(Date)

From: _____
(Name of Selling/Transferring Party)

(Address of Selling/Transferring Party)

This is to certify that the sale/conveyance of this vehicle to me was made in good faith and is not for the purpose of circumventing the provisions of Section 40-2-136 of the Official Code of Georgia Annotated relating to habitual violators. The seller/transferor of this vehicle will be deprived of custody and control of this motor vehicle as the result of this sale.

I am aware of the facts contained in these Statements of Fact and I further agree to indemnify the Georgia Department of Revenue for any and all losses which may occur as a result of the issuance of a Certificate of Title for this vehicle in my name that may arise out of facts contrary to those contained in these statements.

Sworn to and subscribed before me

this ____ day of _____,
(Month) (Year)

(Purchaser's Signature)

(Purchaser's Street Address)

(Signature & Seal of Notary Public)

(Purchaser's City, State and Zip Code)

(Date my commission expires)

(Purchaser's Area Code and Telephone Number)

Affidavit of a Georgia Certificate of Title **Lost in the Mail**

Section 40-3-31, paragraph (5), of the Official Code of Georgia Annotated allows for a replacement title to be issued without the \$8.00 processing fee when the original certificate of title was lost in the mail prior to its receipt by the owner. This provision only applies to those replacement applications received within sixty (60) days from the issuance date of the title. The application for a replacement title must be submitted to your County Tag Agent or the State Motor Vehicle Division at the following address: Motor Vehicle Division, P. O. Box 740381, Atlanta, GA 30374-0381 together with this completed affidavit.

This is to certify that an inquiry was made with the State Motor Vehicle Division or County Tag Office and their records reflect that Georgia Certificate of Title Number _____
(Title Number)

was issued for the following described vehicle in the name of:

(Name(s) of Owner(s) Shown on the Motor Vehicle Division's Records)

(Address of Owner(s) Shown on the Motor Vehicle Division's Records)

and was mailed on the following date: _____
(Month, Day and Year)

(Year, Make & Model of Vehicle)

(Vehicle Identification Number)

I, _____, am requesting that a replacement Certificate of Title be issued
(Printed Name of Owners)
for the vehicle described above since this title has not been received.

Under the provisions of Section 40-3-31, paragraph (5), of the O.C.G.A., I do solemnly swear under penalty of a felony for making a material false statement punishable by a fine up to \$5,000.00 or by imprisonment of up to five (5) years or both that the statements contained herein are true and accurate:

(Date)

Signature(s) of Owner(s)

Sworn to and Subscribed Before Me

This _____ Day of _____, _____
(Month) (Year)

Printer Name(s) of Owner(s)

(Signature and Seal of Notary Public)

(Owner's Current Street Address)

(Date My Commission Expires)

(Current City, State and Zip Code)

This form must be typed, legibly handwritten or electronically completed and printed. All applicable spaces on this form must be completed. Any alterations void this form. This form must be completed by the owner(s). An attorney-in-fact cannot complete this form. An MV-1 application for a replacement title must accompany this form. Applications for replacement title not received more than sixty (60) days from the issue date cannot be processed without the \$8.00 processing fee.

An additional \$10.00 special handling fee is due for those applications processed through the Motor Vehicle Division's walk-in or mail-in expedited service.

County Request for Title Correction

Please be advised that an employee of the Tax Commissioner's Office completed the application for title for the following described vehicle reflecting incorrect data as indicated below. The owner(s) did not detect the error before signing the application; therefore, the title was issued incorrectly.

 (Year, Model and Make of Vehicle)

 (Vehicle Identification Number)

Incorrect Data

Correct Data

This is to request that a Certificate of Title be issued reflecting the correct information as shown above at no charge to our customer. Attached is a title application reflecting correct information signed by the owner(s) and the original Georgia Certificate of Title reflecting the incorrect information.

 (Date)

 (Printed Name of Tax Commissioner, Deputy Tax Commissioner or County Tag Agent)

 (Signature)

 (County Name)

 (Street Address)

 (City, State and Zip Code)

 (Area Code and Phone Number)

Documents should be submitted to the following address for processing:

Attn: Supervisor, Corrections Section
 Motor Vehicle Division
 P.O. Box 740381
 Atlanta, Georgia 30374-0381

03182

CERTIFICATE OF ORIGIN FOR A VEHICLE

4352



RBLPD008

DATE
11/22/99

INVOICE NO.
50D46511619

VEHICLE IDENTIFICATION NO.
1GDFG15RXY1151769

YEAR
2000

MAKE
GMC TRUCK

BODY TYPE
VAN

SHIPPING WEIGHT
4618

H.P. (S.A.E.)
51.2

G.V.W.R.
7100

NO. CYLS.
08

SERIES OR MODEL
TG11405

N.T.R.
1/2

VOID

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

53496 BVWMV5

BOB DAVIS AUTOMOTIVE, INC.
11225 ALPHARETTA HIGHWAY
ROSWELL

GA 30076-1439

THIS COV, ISSUED 08/11/2000 IS A REPLACEMENT OF THE ORIGINAL COV ISSUED FOR THE VEHICLE SHOWN ABOVE.

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

* THIS VEHICLE *
* HAS A *
* FEDERAL *
* EMISSION *
* SYSTEM *

PONTIAC/GMC DIVISION
GENERAL MOTORS CORPORATION

BY: *RK Rob*
(SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

G20402741

DETROIT

MI 48243-1001

CITY - STATE

DISTRIBUTOR-DEALER ASSIGNMENT NUMBER 1	<p>Each undersigned seller certifies to the best of his knowledge, information and belief under penalty of the law that the vehicle is new and has not been registered in this or any state at the time of delivery and the vehicle is not subject to any security interests other than those disclosed herein and warrant title to the vehicle.</p> <p style="text-align: center;">FOR VALUE RECEIVED I TRANSFER THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO:</p> <p>NAME OF PURCHASER(S) GMAC</p> <p>ADDRESS 3885 CRESTWOOD PKWY ST 400 DULUTH GA 30096</p> <p>I certify to the best of my knowledge that the odometer reading is 923 No Tenths</p> <p>DEALER BOB DAVIS PONT 001102008564 BY _____</p> <p style="text-align: center;"><small>NAME OF DEALERSHIP DEALER'S LICENSE NUMBER</small></p> <p>State of _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this 03 day of AUG 2000</p> <p>County of _____ Notary Public</p> <p style="text-align: center;"><small>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</small></p>
DISTRIBUTOR-DEALER ASSIGNMENT NUMBER 2	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY _____</p> <p style="text-align: center;"><small>NAME OF DEALERSHIP DEALER'S LICENSE NUMBER</small></p> <p>State of _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ 20____</p> <p>County of _____ Notary Public</p> <p style="text-align: center;"><small>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</small></p>
DISTRIBUTOR-DEALER ASSIGNMENT NUMBER 3	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY _____</p> <p style="text-align: center;"><small>NAME OF DEALERSHIP DEALER'S LICENSE NUMBER</small></p> <p>State of _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ 20____</p> <p>County of _____ Notary Public</p> <p style="text-align: center;"><small>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</small></p>
DISTRIBUTOR-DEALER ASSIGNMENT NUMBER 4	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY _____</p> <p style="text-align: center;"><small>NAME OF DEALERSHIP DEALER'S LICENSE NUMBER</small></p> <p>State of _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ 20____</p> <p>County of _____ Notary Public</p> <p style="text-align: center;"><small>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</small></p>
ODOMETER DISCLOSURE FOR RETAIL SALE	<p>Federal law requires you to state the odometer mileage in connection with the transfer of ownership. Failure to complete or provide a false statement may result in fines and / or imprisonment.</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: Odometer Reading _____ NO Tenths. <input type="checkbox"/> The mileage stated is in excess of its mechanical limits <input type="checkbox"/> The odometer reading is not the actual mileage.</p> <p style="text-align: center;">WARNING ODOMETER DISCREPANCY</p> <p>Signature(s) of Seller(s) _____ Date of Statement _____ Date of Sale _____</p> <p>Printed Name(s) of Seller(s) _____ Dealer's No. _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ 20____</p> <p>Signature of Purchaser(s) _____</p> <p>Printed Name of Purchaser(s) _____ Notary Public</p> <p>Company Name (if Applicable) _____ State of _____</p> <p>Address of Purchaser(s) _____ County of _____</p> <p style="text-align: center;"><small>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</small></p>
LIENHOLDER	<p>1st lien in favor of GMAC</p> <p>whose address is PO BOX 8101 COCKYSVILLE MD 21030</p> <p>2nd lien in favor of _____</p> <p>whose address is _____</p>

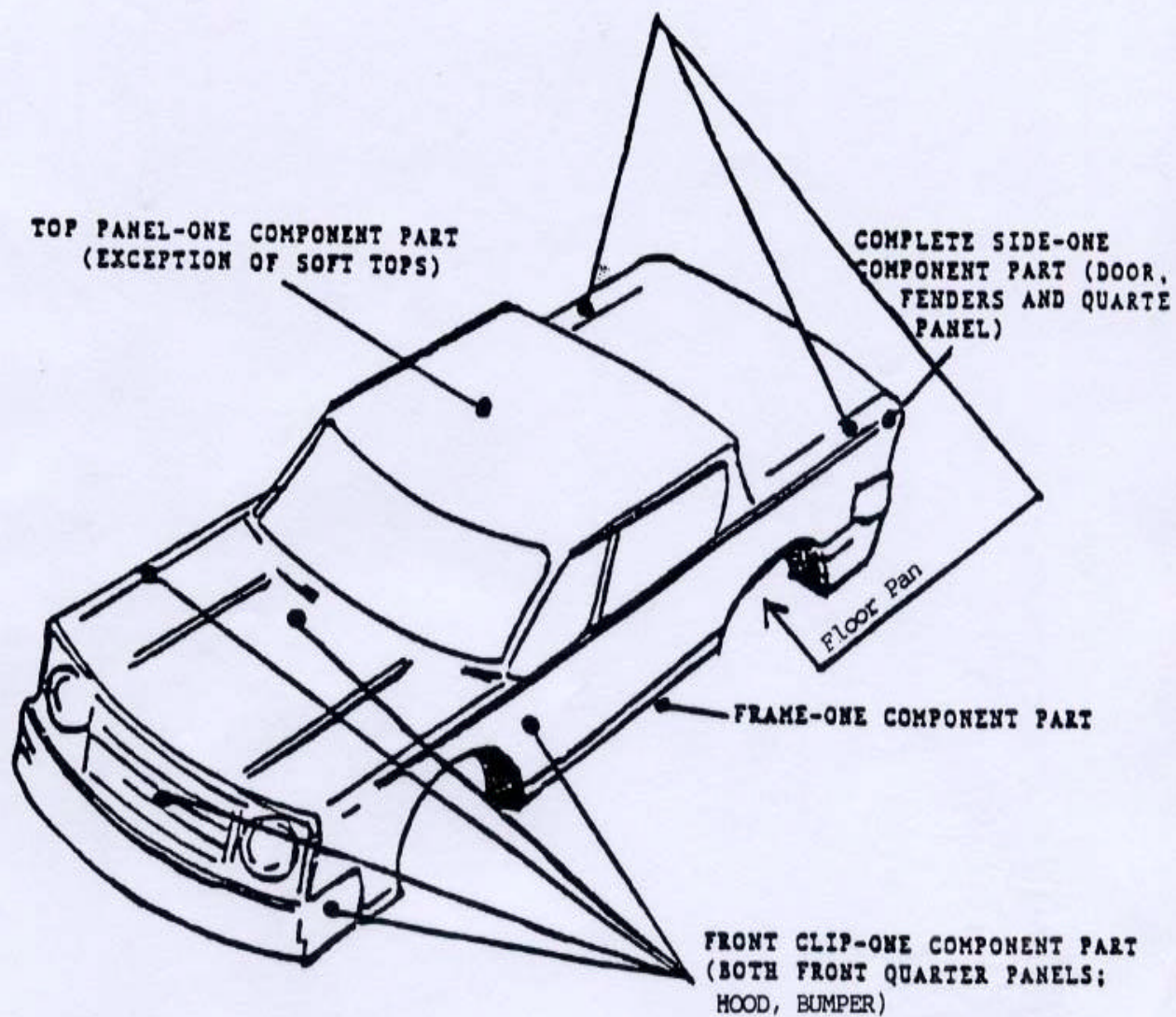
ALPHABETICAL COUNTY LISTING

Appling 72	Chatham 3	Early 74	Hart 62	McDuffie 78	Richmond 6	Upton 33
Atkinson 138	Chattahoochee 76	Echols 159	Heard 146	McIntosh 133	Rockdale 89	Walker 15
Bacon 109	Chattooga 41	Effingham 94	Henry 54	Meriwether 42	Schley 155	Walton 40
Baker 150	Cherokee 35	Elbert 51	Houston 19	Miller 127	Screven 63	Ware 23
Baldwin 24	Clarke 14	Emanuel 52	Irwin 100	Mitchell 43	Seminole 128	Warren 120
Banks 132	Clay 149	Evans 125	Jackson 46	Monroe 90	Spalding 21	Washington 45
Barrow 66	Clayton 13	Fannin 69	Jasper 139	Montgomery 135	Stephens 47	Wayne 50
Bartow 28	Clinch 130	Fayette 112	Jeff Davis 104	Morgan 92	Stewart 119	Webster 156
Ben Hill 63	Cobb 7	Floyd 9	Jefferson 55	Murray 91	Sumter 31	Wheeler 145
Berrien 80	Coffee 36	Forsyth 79	Jenkins 101	Muscogee 4	Talbot 124	White 126
Bibb 5	Colquitt 25	Franklin 71	Johnson 113	Newton 38	Taliaferro 154	Whitfield 17
Bleckley 98	Columbia 70	Fulton 1	Jones 107	Oconee 134	Tattnall 60	Wilcox 116
Brantley 141	Cook 81	Gilmer 103	Lamar 98	Oglethorpe 115	Taylor 110	Wilkes 88
Brooks 61	Coweta 27	Glascok 157	Lanier 148	Paulding 75	Telfair 82	Wilkinson 99
Bryan 136	Crawford 143	Glynn 18	Laurens 26	Peach 67	Terrell 77	Worth 58
Bulloch 32	Crisp 53	Gordon 44	Lee 137	Pickens 105	Thomas 22	
Burke 39	Dade 106	Grady 49	Liberty 65	Pierce 97	Tift 34	
Butts 102	Dawson 153	Greene 85	Lincoln 140	Pike 123	Toombs 56	
Calhoun 121	Decatur 37	Gwinnett 16	Long 152	Polk 29	Towns 151	
Camden 96	Dekalb 2	Habersham 148	Lowndes 11	Pulaski 111	Treutlen 142	
Candler 129	Dodge 59	Hall 10	Lumpkin 122	Putnam 117	Troup 12	
Carroll 20	Dooly 83	Hancock 95	Macon 73	Quitman 158	Turner 108	
Catoosa 37	Dougherty 8	Haralson 64	Madison 84	Rabun 118	Twiggs 114	
Charlton 147	Douglas 57	Harris 86	Marion 144	Randolph 87	Union 131	

NUMERICAL COUNTY LISTING

1	Fulton	25	Colquitt	49	Grady	73	Macon	97	Pierce	121	Calhoun	145	Wheeler
2	Dekalb	26	Laurens	50	Wayne	74	Early	98	Bleckley	122	Lumpkin	146	Heard
3	Chatham	27	Coweta	51	Elbert	75	Paulding	99	Wilkinson	123	Pike	147	Charlton
4	Muscogee	28	Bartow	52	Emanuel	76	Chattahoochee	100	Irwin	124	Talbot	148	Lanier
5	Bibb	29	Polk	53	Crisp	77	Terrell	101	Jenkins	125	Evans	149	Clay
6	Richmond	30	Decatur	54	Henry	78	McDuffie	102	Butts	126	White	150	Baker
7	Cobb	31	Sumter	55	Jefferson	79	Forsyth	103	Gilmer	127	Miller	151	Towns
8	Dougherty	32	Bulloch	56	Toombs	80	Berrien	104	Jeff Davis	128	Seminole	152	Long
9	Floyd	33	Upson	57	Douglas	81	Cook	105	Pickens	129	Candler	153	Dawson
10	Hall	34	Tift	58	Worth	82	Telfair	106	Dade	130	Clinch	154	Taliaferro
11	Lowndes	35	Cherokee	59	Dodge	83	Dooley	107	Jones	131	Union	155	Schley
12	Troup	36	Coffee	60	Tattnall	84	Madison	108	Turner	132	Banks	156	Webster
13	Clayton	37	Catoosa	61	Brooks	85	Greene	109	Bacon	133	McIntosh	157	Glascock
14	Clarke	38	Newton	62	Hart	86	Harris	110	Taylor	134	Oconee	158	Quitman
15	Walker	39	Burke	63	Screven	87	Randolph	111	Pulaski	135	Montgomery	159	Echols
16	Gwinnett	40	Walton	64	Haralson	88	Wilkes	112	Fayette	136	Bryan		
17	Whitfield	41	Chattooga	65	Liberty	89	Rockdale	113	Johnson	137	Lee		
18	Glynn	42	Meriwether	66	Barrow	90	Monroe	114	Twiggs	138	Atkinson		
19	Houston	43	Mitchell	67	Peach	91	Murray	115	Oglethorpe	139	Jasper		
20	Carroll	44	Gordon	68	Ben Hill	92	Morgan	116	Wilcox	140	Lincoln		
21	Spalding	45	Washington	69	Fannin	93	Lamar	117	Putnam	141	Brantley		
22	Thomas	46	Jackson	70	Columbia	94	Effingham	118	Rabun	142	Treutlen		
23	Ware	47	Stephens	71	Franklin	95	Hancock	119	Stewart	143	Crawford		
24	Baldwin	48	Habersham	72	Appling	96	Camden	120	Warren	144	Marion		

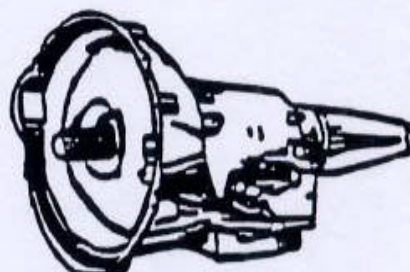
REAR CLIP-ONE COMPONENT PART
BOTH QUARTER PANELS AND FLOOR ASSEMBLY



MOTOR

ONE COMPONENT PART

+



TRANSMISSION

Expiration Date

APPLICATION FOR REPLACEMENT REGISTRATION CERTIFICATE (The original being lost or stolen)

_____ County
(Name of County)

Georgia Tag No., Decal No. & year Issued	Social Security #	Decal and/or Tag No. (County/State Use Only)			
Type of Trailer (if Trailer)	Date of Birth:	Manufacturer's ID No.		Make of Vehicle	
Gross Weight of Vehicle & Load if Truck	Name of Insurance Co.	Year Model	Style of Body	Model	Original Fee
Emission Certificate No. (If Applicable)	Insurance Policy No.		County Registration Expiration Date		
Emission Expiration Date (If Applicable)	CAUTION: Georgia tags must be transferred within 30 days of the date of purchase of a motor vehicle or the owner will be subject to fines of up to \$100 by law enforcement for improper registration. New vehicles must be properly registered within 30 days of the purchase date. On vehicles required to be titled, owner must apply for Georgia title promptly after purchase of vehicle. Georgia title must be applied for before tag can be issued in the owner's name.				
THE UNDERSIGNED FILED AN APPLICATION IN ACCORDANCE WITH THE LAWS OF GEORGIA AND PAID THE LAWFUL FEE FOR THE REGISTRATION OF THE ABOVE VEHICLE AND WAS FURNISHED LICENSE NO. SHOWN ABOVE. THE CERTIFICATE HAS BEEN LOST OR STOLEN AND I HAVE NO KNOWLEDGE AS TO WHERE IT MAY BE OR IN WHOSE POSSESSION IT NOW IS, AND REQUEST THAT I BE FURNISHED WITH A REPLACEMENT CERTIFICATE TO BE USED ON THE VEHICLE ORIGINALLY REGISTERED. I do solemnly swear under criminal penalty of a felony for fraudulent use of a false or fictitious name or address or for making a material false statement punishable by a fine up to \$5000 or by imprisonment of up to 5 years or both, that the statements contained herein are true and accurate. I do certify that the vehicle described is covered by liability insurance as required by the Georgia Motor Vehicle Accident Reparations Act of 1974, as amended.	Owner's Last name		First Name	Middle Name or Initial	County of Residence
	Address 1 (Mailing Address, if Different from Residence)				
	Address 2 (Mailing Address, if Different from Residence)				
	City (Mailing)		State (Mailing)	Zip code (Mailing)	
X _____ <div style="display: flex; justify-content: space-between;"> Dealer Signature (If Applicable) Master Tag # </div>					
X _____ <div style="display: flex; justify-content: space-between;"> Personal Signature of Owner(s) Date </div>					

MV-5 INSTRUCTIONS

The other side of this form is the owner's certificate of vehicle registration. This registration expires at midnight on the last day of the owner's registration period. This tag receipt is NOT an ownership document if vehicle is required to be titled. A Certificate of Title is required for transfer of ownership if vehicle is required to be titled.

TRANSFER OF VEHICLE OWNERSHIP and WHAT TAGS ARE TRANSFERABLE

All tags are transferable to a new owner except dealer tags, amateur radio operator tags, veteran tag, National Guard tags, U.S. Reserve tags and other special tags, provided that government tags are only transferable between government units and not transferable to a private party. Regular Georgia license plates are not transferable from one vehicle to another. TAGS ARE REQUIRED TO BE TRANSFERRED WITHIN THIRTY (30) DAYS OF THE DATE OF PURCHASE OR ACQUISITION OF A VEHICLE OR OWNER IS SUBJECT TO \$100 FINE.

ASSIGNMENT, APPLICATION AND FEE

The original registrant shall transfer ownership of vehicle and license plate to the new owner in the spaces provided below. The new owner shall file a new application, which shall include the assigned receipt from the previous owner and the tag transfer fee of \$5.00. Application for tag/registration and title (18.00) should be made at the new owner's county of residence. If new owner's county of residence is not the same as the previous owner's, the new owner must obtain a new county name decal at time of application for transfer.

RETENTION OF THE SAME TAG AND NECESSITY OF TRANSFER

The new owner may retain the tag of the previous owner only after it has been properly transferred and only where the weight, classification and rating period of the new owner is the same as the previous owner. Otherwise, the new owner must not use or display the tag.

BILL OF SALE (IF VEHICLE IS NOT REQUIRED TO BE TITLED) & TRANSFER OF LICENSE PLATE/REGISTRATION

For value received I, (we) hereby sell, assign or transfer registration/ownership (if vehicle not required to be titled) of vehicle described on reverse side to:

Signature of Owner(s) whose name(s) appears on reverse side.

Date

Tags must be transferred within 30 days of the purchase or acquisition of the vehicle or the owner will be subject to fines of up to \$100 by law enforcement for improper registration. New or unregistered vehicles must be properly registered within 30 days of the date of purchase or acquisition.

Georgia Motor Vehicle Division Application for Replacement Plate and/or Decal

Vehicle Section:

(Year)	(Make)	(Body Style)	(Series Model)	(Vehicle Identification Number)
--------	--------	--------------	----------------	---------------------------------

Owner Description: _____ of _____ Owners

(Owner 1 ID#)	(Full Legal Name of Owner 1 [First, Middle, Last, Suffix] or Company Name)
---------------	--

(Owner 2 ID#)	(Full Legal Name of Owner 2 [First, Middle, Last, Suffix] or Company Name)
---------------	--

(Residence Address (Individual))	(Business Address (Firm))	(City)	(State)	(Zip)	(Tax County)
----------------------------------	---------------------------	--------	---------	-------	--------------

(Mail Address (If Different from Above))

(Plate Number Being Replaced)	This Report is Being Submitted to: _____	(Tax Commissioner)
-------------------------------	--	--------------------

(Decal Number Being Replaced)	(Address)
-------------------------------	-----------

(City, State, Zip)

O.C.G.A. 40-2-44 requires that the law enforcement agency to which this report is made place notice of the license plate and/or renewal decal theft, loss or mutilation on the GCIC/NCIC network.**Reason for Replacement Plate and/or Decals**

() Lost () Stolen () Mutilated () Never Received/Mail () Defective Decal () Other _____

This is to affirm that I applied for the original license/renewal decal for the above referenced vehicle and I have not received this license plate/renewal decal.

Please issue me a replacement license plate/renewal decal. I realize that according to O.C.G.A. 40-2-3, it is unlawful to make a false report required by the State Revenue Commissioner. I am also aware that by making a false report that upon first conviction, I shall be punished by a fine of not less than \$25.00 nor more than \$100.00; and upon a second or subsequent conviction, by a fine of not less than \$25.00 nor more than \$500.00, or by imprisonment for not more than 30 days, or both.

(Signature of Owner 1)_____
(Signature of Owner 2)(This form must be notarized if you checked 'Never Received/Mail'.)
Sworn to and Subscribed Before MeThis ___ Day of _____, _____
(Month) (Year)_____
(Seal) (Signature of Notary Public or Justice of Peace)_____
(Date My Commission Expires)

REQUEST for MANUFACTURE of a PERSONAL PRESTIGE LICENSE PLATE

Tag Cycle 1997- 2003

**For use on: A private passenger car, truck, or recreational vehicle, weighing less than 14,000 lbs.
Submit the manufacturing fee (check or money order) and all documents to your county tag office.
DO NOT SEND CASH.**

**Please read all information carefully before completing this form.
(Must be typed.)**

(Owner's Last Name) (First) (Middle) () Approved () Denied () Refund

(Street Address)

(City) (State) (Zip Code) (County)

Important: Do not lose this form once it has been "approved", since it must accompany your license plate application plate. When making application to the county, you are required to submit fees of \$25.00 Manufacturing Fee, \$25.00 Renewal Fee, and \$20.00 Tag Fee.

**Check appropriate block showing type of personal prestige license plate being requested.
Do not use this form to order a Commemorative, Firefighter, Amateur Radio, and Military, etc. license plate.**

So that there will be less opportunity for misunderstanding regarding the combination you are requesting, alpha characters should be typed as follows: A B C E F G H I J K L M N O P Q R S T U V W X Y Z. Numeric characters should be typed as follows: 1 2 3 4 5 6 7 8 9 (The number "0" is identical to an "O" on prestige tags. **No Punctuation or Symbols are allowed. (e.g. -dash, /Slash, .Period, or =Equal).**

Check Only One Block:



Regular Prestige Plate for Private Passenger VEHICLE Weighing less than 14,000 lbs.

(Complete combination requested below. Refer to back of this form for combinations not available.)

Must type combination being requested not to exceed six (6) spaces including blanks.

(No more than six choices will be reviewed.)

(The first choice available will be approved. Once one has been approved, no other combination will be checked.)

First Choice
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>
Second Choice
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>
Third Choice
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>

Fourth Choice
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>
Fifth Choice
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>
Sixth Choice
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>



Motorcycle Plate

(Cannot exceed five (5) letters/numbers including blank spaces)

First Choice
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>
Second Choice
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>
Third Choice
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>

Fourth Choice
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>
Fifth Choice
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>
Sixth Choice
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div>

I request that a Georgia License Plate be manufactured as indicated. I understand that there is an additional **\$25.00** annual fee. This fee is in addition to the **\$25.00** manufacturing fee paid to state or county, a **\$20.00** tag fee, any penalties, mailing fee and/or any ad valorem tax which may be due. If you desire to purchase your plate earlier, you will be required to pay an additional renewal fee of **\$25.00** and **\$20.00** tag fee when applicable. I also understand that no refund will be made if I decide I do not want the license plate ordered (e.g., tag made incorrectly because I did not type letters/numbers correctly as shown in instructions above.), if I check an incorrect block; or if I become ineligible for it (e.g., or become a resident of another state).

(Applicant's Signature)

(Date)

Detailed Instructions on Page 2

Page 1

REQUEST FOR MANUFACTURE OF THE PERSONAL PRESTIGE LICENSE PLATES Detailed Instructions

1. This form must be TYPED and signed in the same name(s) in which the vehicle is to be registered.
2. Check the appropriate block indicating the type of Prestige License Plate being requested - either a Regular Issue Prestige License Plate for a private passenger Vehicle weighing less than 14,000 lbs. (owner's declared gross Vehicle weight) or a Prestige License Plate for a Motorcycle.
3. Listed below are the general combinations, which will not be approved.

EA 1 thru EZ 99,999	DV 1 thru DV 99,999	HK 1 thru HK 99,999
PF 1 thru PF 99,999	HV 1 thru HV 99,999	HX 1 thru HK 99,999
PG 1 thru PG 99,999	SS 1 thru SS 99,999	FA 1 thru FA 99,999
PH 1 thru PG 99,999	HF 1 thru HF 99,999	HB 1 thru HB 99,999
PI 1 thru PI 99,999	HG 1 thru HG 99,999	GBI
PJ 1 thru PJ 99,999	HH 1 thru HH 99,999	FBI
PK 1 thru PK 99,999	HI 1 thru HI 99,999	GSP
PW 1 thru PW 99,999	HJ 1 thru HJ 99,999	GOV
PX 1 thru PX 99,999	HK 1 thru HK 99,999	LY 1 thru LY 99,999
PZ 1 thru PZ 99,999	HX 1 thru HK 99,999	LZ 1 thru LZ 99,999

Three numbers and three letters or four numbers and two letters will not be approved since these are regular series combinations.

4. When you make application at your local county tag office, you are required to pay a **\$25.00** renewal fee, **\$20.00** tag fee and the manufacturing fee of **\$25.00**.
5. This form must be submitted to your local county tax office with your application for a license plate and required fees (License Plate fee, a **\$25.00** annual renewal fee and any ad valorem tax and/or late penalties that may be due). A Prestige License Plate can be issued for a vehicle jointly owned.

Note: If a Prestige License Plate is lost or stolen, a regular license plate will be issued for the remaining of the current tag cycle.

***Fee(s) when application is made to the County**

\$25.00 Renewal Fee
\$20.00 Tag Fee
\$25.00 Manufacturing Fee

Request for Manufacture of a College or University Commemorative License Plate

Tag Cycle 1997-2003

For use on a private passenger car, truck or recreational vehicle, weighing less than 14,000 lbs. Submit the manufacturing fee (*check or money order*) and all documents to the Motor Vehicle Division or your county tag office. DO NOT SEND CASH

**Please read all information carefully before completing this form.
(Must be typed.)**

(Owner's Last Name) (First) (Middle)

() Approved () Denied () Refund

(Street Address)

(City) (State) (Zip Code) (County)

(Please include a daytime phone number.)

Important: Do not lose this form once it has been "approved", since it must accompany your license plate application.

1. Please check the appropriate block below indicating the name of the college or university license plate you are requesting to be manufactured. In order to have your chosen college/university license plate manufactured, the Motor Vehicle Division must receive 500 applications. Complete a form for each tag ordered.

() Agnes Scott College	() Georgia Institute of Technology	() Morris Brown College
() Albany State University	() Georgia Southern University	() North Georgia College & State University
() Brenau College	() Georgia State College & University	() Savannah State University
() Clark Atlanta University	() Life College	() Spelman College
() Columbus State University	() Medical College of Georgia	() University of Georgia
() Emory University	() Mercer University	
() Fort Valley State University	() Morehouse College	

2. Commemorative license plates for other Georgia Colleges or Universities not listed above may be requested by printing the name of the college or university in the space provided. This college/university commemorative license plate will not be manufactured if 500 applications are not received and your check and application will be returned to you.

(Name of Georgia College/University not listed above)

I request that a commemorative college University license plate be manufactured as indicated. I understand that there is a \$25.00 manufacturing fee, the license plate fee, any ad valorem tax due, mailing fee or penalties, which may be due. If you desire to purchase your plate earlier, you will be required to pay an additional renewal fee of \$25.00 and \$20.00 tag fee when applicable. I understand that no refund will be made if I decide that I do not want the licensed plate ordered, check the wrong box, or I become ineligible for it (e.g. become a resident of another state).

(Applicant's Signature)

(Date)

Detailed Instructions on Page 2

Instructions for REQUEST FOR MANUFACTURE OF A COLLEGE OR UNIVERSITY COMMEMORATIVE LICENSE PLATE

Please read all instructions carefully before completing form.

Tag Cycle 1997-2003

1. The top portion of this form must be completed in the owner(s) name(s) as shown on the registration certificate (tag receipt). Please show the owner's address and county of residence in the space provided. This form must be typed. Owner(s) must sign this form in the space designated for signature(s) at the bottom of this form.
2. In the center of this form, please check the name of the Georgia College or University for which you are requesting a Commemorative License Plate. If the name of the Georgia College or University is not shown, enter the name of the Georgia College or University in the space provided. Specific numbers cannot be requested. College commemorative license plates will be shipped to each county according to the number of license plates ordered by the residents of each county. Tags will be issued by the county tag agent in numerical sequence on a "first received, first issued" basis.
3. When you make application at the local county tag office, you are required to pay a \$25.00 renewal fee, a \$20.00 tag fee, and the manufacturing fee of \$25.00.
4. If 500 or more applications requesting the manufacturer of one-type college or university commemorative license plates are not received, the commemorative license plate will not be manufactured and your fees will be refunded.
5. In an effort to aid law enforcement in identifying Georgia license plates, all College and University Commemorative license plates will be manufactured on the "regular" license blank which consists of the following colors: Black letters and numbers on a white background with the peach emblem centered. The College or University logo will be placed to the left of the assigned plate number and the college or university name will be printed in black letters below the assigned number.

Fees when Application is made to the County:

\$25.00 Renewal Fee
\$20.00 Tag Fee
\$25.00 Manufacturing Fee

AFFIDAVIT

Disabled Person License Plate

--	--	--

(Name of Vehicle Owner)

(Owner's Driver's License Number)

(County of Residence)

--	--

(Street Address)

(City, State and Zip Code)

--

(The name and relationship of disabled person to the owner of the vehicle, spouse, child, or ward of the owner.)

--	--

(Signature of Vehicle Owner)

(Date)

Owner is defined as a natural person. Must be a resident of Georgia and must comply with the motor vehicle laws relating to registration, licensing and the payment of fees.

Vehicle is defined as a private passenger vehicle with a gross vehicle weight of less than 14,000 pounds.

Note: Disabled person license plate cannot be issued to a business.

The below signed practitioner of the healing arts certifies that this vehicle owner or spouse, child or ward of the owner is hearing impaired pursuant to code section 24-9-101, or is a person with a disability, whose disability or incapacity can be expected to last for more than 180 days, and that the applicant is limited or impaired to his or her ability to walk in accordance with O.C.G.A. 40-6-221 (5) amended due to:

Practitioner: Check the disability that applies to the vehicle owner or the spouse, child, or ward of the vehicle owner.

☐

Is hearing impaired pursuant to code section 24-9-101?

☐

Is ambulatory so disabled that he or she cannot walk 200 feet without stopping to rest?

☐

Cannot walk without the use of or assistance from a brace, a cane, a crutch, another person, a prosthetic device, a wheelchair, or other assistive device;

☐

Is restricted by lung disease to such an extent that his or her forced respiratory volume for one second, when measured by spirometry, is less than one liter, or when at rest, his or her arterial oxygen tension is less than 60 millimeters of mercury on room air;

☐

Uses portable oxygen;

☐

Has a cardiac condition to the extent that his or her functional limitations are classified in severity as Class III or Class IV according to standards set by the American Heart Association, or

☐

Is severely limited in his or her ability to walk due to an arthritic, neurological, or orthopedic condition or complications due to pregnancy.

The undersigned practitioner of the healing arts further certifies that the vehicle owner information and signature was completely filled in at the time of its execution. Any practitioner of the healing arts who knowingly and willfully makes a false or misleading statement in his or her affidavit stating that this applicant is a disabled person shall be guilty of a misdemeanor.

--	--	--	--

(Printed name of Practitioner of the Healing Arts)

(*GA License Number)

(Signature of Practitioner)

(Date)

--	--	--

(Office Street Address)

(City, State and Zip Code)

(Phone Number)

--	--

(Mailing Address)

(City, State and Zip Code)

*The practitioner of the healing arts must be licensed in Georgia to practice medicine, podiatry medicine or chiropractic services pursuant to Article 2 of Chapter 34 of Title 43, Chapter 35 of Title 43 or Chapter 9 of Title 32, respectively.

Acknowledgement of Notary Public for Practitioner's Signature

Sworn to and subscribed before me

This _____ day of _____, _____

(Month)

(Year)

(Signature & Seal of Notary Public)

(Date My Commission Expires)

Request for Manufacture of a Special Military Plate Tag Cycle 1997-2003

For use on a private passenger car, truck or recreational vehicle, weighing less than 14,000 lbs. Submit the manufacturing fee (check or money order) if applicable and all documents to your county tag office. **DO NOT SEND CASH.**

Please read all information carefully before completing this form.
(Must be typed.)

(Owner's Last Name)	(First)	(Middle)	(Owner's Social Security Number)
(Street Address)			(Existing "Free" Purple Heart/National Guard/Reserve Tag Number. Please record type of license plate after tag number.) (Example: 1001 National Guard)
(City)	(State)	(Zip Code)	(County)

Important: Do not lose this form once it has been "approved", since it must accompany your license plate application.

Please check the appropriate item that corresponds to the special interest license plate for which you are applying.

Check only one item. If more than one license plate is requested, complete an additional MV-9W form.

- | | |
|--|--|
| <input type="checkbox"/> World War I License Plate for service between April 16, 1917 - November 11, 1918
<input type="checkbox"/> World War II License Plate for service between December 7, 1941 - December 31, 1946
<input type="checkbox"/> Korean War License Plate for service between June 25, 1950 - January 31, 1955
<input type="checkbox"/> Vietnam War License Plate for service between December 22, 1961 - May 7, 1975
<input type="checkbox"/> Operation Desert Storm License Plate for service between January 17, 1991 - April 11, 1991
<input type="checkbox"/> Retired Veteran of United States Armed Forces
<input type="checkbox"/> Purple Heart (Additional Only)
<input type="checkbox"/> Survivor of Pearl Harbor
<input type="checkbox"/> Georgia National Guard (Additional Only)
<input type="checkbox"/> Reservist License Plate (Additional Only)
<input type="checkbox"/> Chosin Reservoir Campaign of 1950 in North Korea
<input type="checkbox"/> Active/Retired Reserve Air Force (Additional Only)
<input type="checkbox"/> Active/Retired Reserve Army (Additional Only)
<input type="checkbox"/> Active/Retired Reserve Coast Guard (Additional Only)
<input type="checkbox"/> Active/Retired Reserve Marine (Additional Only)
<input type="checkbox"/> Active/Retired Reserve Navy (Additional Only) | <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Refund
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|--|--|

The applicant must submit this application to the county tag office with the required fees and documents. Once You receive your "approved" application, you may hold the application until your renewal period or if you desire to purchase your plate earlier you will be required to pay an additional renewal fee of \$25.00 and \$20.00 tag fee when applicable. However, during your renewal period, you will be required to pay the annual renewal fee of \$25.00, \$20.00 tag fee, ad valorem tax and any mailing fee or penalties which may be due. Failure to submit a copy of the "approved" application will result in the issuance of a regular-series license plate.

I request that the specialized license plate indicated above be manufactured and I understand that a refund will not be made if: I decide I don't want the license plate, I check an incorrect item, or I become ineligible for it (e.g. I become a resident of another state, etc.)

(Applicant's Signature or Surviving Spouse's Signature)

(Date)

INSTRUCTIONS

Eligible registrants may receive one of the license plates listed on the front of the MV -9W by completing this application and complying with the requirements for the application license plate. The MV -9W application must be returned to the county tag office. Additional license plates may be requested by submitting an additional application and manufacturing fee for each tag requested. *When you make application at the local county tag office, you are required to pay \$25.00 renewal fee, \$20.00 tag fee and the manufacturing fee of \$25.00, when applicable.

Special and Distinctive License Plates for Veterans

1. World War I and World War II License Plates
2. Korean War License Plates
3. Vietnam War License Plate
4. Operation Desert Storm License Plate
5. Retired Career Military License Plate

Requirements:

1. The MV-9W application must be completed reflecting the license plate you are requesting.
2. Photocopy of form DD 214, reflecting your social security number and eligibility.
3. *Fees submitted to your county tag office.

Purple Heart License Plate

1. A Georgia resident is eligible for one "free" Purple Heart license plate. (This form is used to apply for additional Purple Heart License Plates only).

Requirements:

1. The MV-9W application must be completed.
2. Photocopy of the applicant's DD 214, or any other military record reflecting a Purple Heart Citation.
3. Fees submitted to your county tag office.

Survivor of Pearl Harbor

1. This license plate may be used on a vehicle owned by the eligible veteran or a vehicle jointly owned with the eligible veteran.

Requirements:

- 1 The MV-9W application for a Survivor of Pearl Harbor license plates must be completed.
2. Applicants must ensure that the Pearl Harbor Survivor Association, Inc. has added their name to the list of authorized veterans, prior to requesting a Survivor of Pearl Harbor license plate
3. Fees submitted to your county tag office.

Chosin Korea Veteran

Requirements:

1. Photocopy of the applicant's DD 214, which reflects CHOSIN, Reservoir Campaign of 1950 in North Korea.
2. Fees submitted to your county tag office.

Surviving spouses are entitled to apply for the above special license plates as long as they do not remarry. A copy of the veteran's death certificate and marriage license is required.

Georgia National Guard License Plate

1. A Georgia resident who is an active/retired member of the Georgia National Guard is eligible to receive one "free" license plate. (This form is to be used to apply for an additional National Guard license plate only)

Requirements:

- 1 A letter from the Commanding Officer/Adjutant General of the National Guard Headquarters stating that applicant is an active or retired member.
- 2 Fees submitted to your county tag office.

U. S. Reservist License Plate

- 1 Members of any National Guard Unit adjoining the State of Georgia when there is no National Guard Unit in their county are eligible to receive one "free" license plate. (This form is to be used to apply for an additional Reservist license plate only.)

Requirements:

1. Certification letter with a current date signed by the Commanding Officer.
2. Fees submitted to your county tag office.

Active Reserve Air Force, Army, Coast Guard, Marine, Navy

Requirements:

1. Certification letter with a current date signed by the Commanding Officer
(This form is used to apply for an additional Reservist license plate only.)

Retired Reserve Air Force, Army, Coast Guard, Marine, Navy

Requirements:

1. Photocopy of form DD214/identification card reflecting eligibility.
(This form is used to apply for an additional Reservist license plate only.)

Upon transfer of the ownership of a vehicle with one of these license plates, the plate shall be removed and surrendered to your county tag office, unless the owner transfers the license plate to another vehicle of the same classification he or she owns or acquires.

Fees made to the County

\$25.00 Renewal Fee

\$20.00 Tag Fee

\$25.00 Manufacturing Fee

REQUEST FOR MANUFACTURE OF ONE OF THE SPECIAL INTEREST LICENSE PLATES LISTED BELOW Tag Cycle 1997-2003

**For use on a private passenger car, truck or recreational vehicle, weighing less than 14,000 lbs.
Submit the manufacturing fee (*check or money order*) if applicable and all documents to your local
county tag office. DO NOT SEND CASH.**

**Please read all information carefully before completing this form.
(Must be typed.)**

(Owner's Last Name) (First) (Middle)

(Street Address) (Please Include a Daytime Phone Number)

(City) (State) (Zip Code) (County)

Important: Do not lose this form once it has been "approved", since it must accompany your license plate application.

Please check the appropriate item that corresponds to the special interest license plate for which you are applying. A \$25.00 manufacturing fee is required for all license plates listed below, except for the Amateur Radio License Plate.

☐ **Free Amateur Radio License Plate** ☐ **Approved** ☐ **Denied** ☐ **Refund**
(Only one Amateur Radio License will be issued to any person.)

(Call Letters Desired) (Date Amateur License Expires) (Social Security Number)

☐ **Certified Firefighter** ☐ **Approved** ☐ **Denied** ☐ **Refund**

_____ (Social Security Number)	_____ (Name of Fire Department)
<input type="checkbox"/> United States Disabled Athletes Fund	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Refund
<input type="checkbox"/> Shrine Hospitals for Children	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Refund
<input type="checkbox"/> Square and Round Dancers	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Refund
<input type="checkbox"/> Support of Public Schools	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Refund

I request that a Georgia License Plate be manufactured as indicated.

Depending upon the type tag I select, I understand that there is an additional \$25.00 annual renewal fee. This is in addition to the manufacturing fee of \$25.00 paid to the county tag office, \$20.00 tag fee, any penalties, mailing fee and/or any ad valorem tax, which may be due. You may hold the application until your renewal period, if you so desire to purchase your plate earlier, you will be required to pay an additional renewal fee of \$25.00 and \$20.00 tag fee, when applicable. I also understand that no refund will be made if I decide I do not want the license plate ordered (e.g., tag made incorrectly because I did not type letters/numbers correctly as shown in the instructions above), if I check an incorrect block, or if I become ineligible for it (e.g., become a resident of another state.)

(Applicant's Signature) (Date)

SPECIAL INTEREST LICENSE PLATES

DETAILED INSTRUCTIONS
(Please read carefully before completing.)

Any Georgia resident motor vehicle owner desiring a Special Interest License Plate may submit a completed application form with a **\$25.00** manufacturing fee, when applicable. When you make application at your local county tag office, you are required to pay a **\$25.00** renewal fee, **\$20.00** tag fee and the manufacturing fee of **\$25.00**.

1. The top portion of this form must be completed in the applicant(s) name(s) as shown on the current registration certificate (tag receipt). Please show current address and county of residence in the space provided.
2. Please indicate the tag you are requesting and submit this form to your County Tag Office.
3. Apply at your county tag office to receive a temporary operation permit until your tag is manufactured. Tags will be mailed before the expiration of your Temporary Operating Permit.

SPECIAL INTEREST LICENSE PLATES

FREE AMATEUR RADIO LICENSE PLATE:

1. There is no manufacturing fee for an Amateur Radio License Plate.
2. A copy of the valid FCC License is required.
3. Application must be signed by owner as shown on the FCC License. Please type your call letters in the spaces provided
4. The Social Security number must be shown on this form in the space provided.

CERTIFIED/RETIRED FIREFIGHTER

1. \$25.00 Manufacturing Fee
2. A current letter of eligibility signed by the firefighter's Department Chief, on the department letterhead is required.
3. Record the firefighter's Social Security number and the name of the legally organized fire department with which the firefighter is affiliated in the space provided. Only one (1) license plate will be issued.

United States Disabled Athletes Fund: Special license plates to continue the spirit and legacy of the 1996 Paralympic Games depicting the image of "Blaze" for support of activities that benefit athletes with disabilities will be manufactured. Each \$25.00 manufacturing fee will be paid to the United States Disabled Athletes Fund.

Shrine Hospitals for Children: A special license plate to honor and support the Shrine Hospital for Children.

Square and Round Dancers: Upon receipt of a minimum of 1,000 applications, a special Square and Round Dancers license plate will be manufactured.

IMPORTANT: IF THE MINIMUM NUMBER OF APPLICATIONS IS NOT RECEIVED BY
JULY 31ST, LICENSE PLATES WILL NOT BE MANUFACTURED.

MV-9Y (Rev. 03/01)

Mail To: Georgia Civil War Commission
500 The Healey Building
57 Forsyth Street
Atlanta, Georgia 30303

REQUEST FOR MANUFACTURE OF A CIVIL WAR LICENSE PLATE

For Use on: A private passenger car, truck or recreational vehicle weighing less than 14,000 lbs.

Submit the Manufacturing Fee and a non-refundable surcharge (Check or Money Order) and all documents to the Civil War Commission.

Tag Cycle 1997-2003

Please read all instructions carefully before completing this form.
(Must be typed.)

(Owner's Last Name) (First Name) (Middle Name)

(Please Include Daytime Phone Number)

(Street Address)

() Approved () Denied () Refund

(City) (State) (Zip Code) (County)

Important: Do not use this form once it has been "Approved", since it must accompany your license plate application.

In buying this tag, I am doing my part to help preserve our state's heritage. Georgia's great Civil War battlefields and related sites must be saved for our children and grandchildren.

Instructions

Upon receipt of 500 tag applications, there will be issued a special license plate commemorating Civil War Battlefields and Historic sites in the State of Georgia. All applications must be submitted directly to the Civil War Commission. They will retain all applications until the minimum number is received.

If 500 tag orders are not received by July 31st, this tag will not be manufactured and the Civil War commission will refund the initial \$25.00 manufacturing fee. There will be a nonrefundable surcharge imposed by the Civil War Commission (\$20.00 maximum) which will be used towards the maintenance of battlefields and historic sites.

Your name must be typed in the space provided as shown on your current Certificate of Registration (tag receipt) as well as your current address and county residence.

Note: "Approved" forms will be mailed to you. This form must accompany your tag application (pre-bill) when renewing vehicle registration.

I request that a Civil War license plate be manufactured. I understand that a refund will not be made if I decide that I do not want the plate I have ordered. Having paid the \$25.00 initial manufacturing fee and surcharge (\$20.00 maximum), I understand that the remaining fees are \$25.00 Annual Special Tag Fee, \$20.00 tag fee and the usual Ad Valorem Tax (and any penalties that may be due).

(Signature of Applicant)

(Date)

Request for Manufacture of an Alternative Fuel License Plate

Please read instructions carefully before completing this form.

(Complete in the same name(s) in which vehicle is to be registered.)

(Owner's Last Name) (First) Middle) (Vehicle Identification Number)

(Street Address)

(City) (State) (Zip Code) (County)

Important Information

Please check the appropriate box that corresponds to the type of Alternative Fuel that is used to propel your vehicle. Your vehicle must use at least 85% of an Alternative Fuel in order to be eligible for an Alternative Fuel License Plate.

- () Electricity or Electricity from "Solar Energy" or Hybrid Electricity" or Hybrid E
If the vehicle is powered by electricity from "Solar Energy electricity there will be an annual \$25.00 highway user fee collected at the time of registration.
- () Other Types of Alternative Fuels:
M85 (Methanol/15% gasoline); Net Methanol 100%
E85 (Ethanol15% gasoline); Net Ethanol 100%
Natural Gas; and propane
List the type of alternative fuel that is used to propel your vehicle.

If this tag is approved to be manufactured, you will be able to travel in all lanes designated as H.O.V. lanes in Georgia.

This is to request the manufacture of an Alternative Fuel License Plate and this is to also certify that the vehicle indicated above is operated by an Alternative Fuel. I understand that there is an annual \$25.00 highway user fee for vehicles powered by electricity or electricity from solar energy or Hybrid Electricity. I also understand that there is a \$20.00 tag fee and any ad valorem taxes or penalties, which may be due. This tag is only valid on a vehicle propelled by the above alternate fuels.

All fees due at time of registration.

(Signature of Applicant)

(Date)

For State Use Only
Approved_____
Denied: _____

Request for Manufacture of a "Special License Plate"

(Read Important Information on Following Pages)

Please Print or Type:

(Owner #1 Last Name) (First) (Middle) (Date of Birth)

(Owner #2 Last Name) (First) (Middle)

(Street Address) (City) (State) (Zip) (County)

A Manufacturing fee of \$25.00 must accompany this application in the form of a check or money order made payable to the Organization/Institution/Association/Group. DO NOT SEND CASH.

Please list the Organization/Institution/Association/Group from which a
Commemorative license plate is requested:

(Name of Organization/Institution/Association/Group)

(Street Address) (City) (State) (Zip) (Phone Number)

I request that a Special License Plate for the Organization/Institution/Association/Group noted above be issued. I understand that a refund will not be made if I subsequently decide I do not want this special tag. I also understand that there is an additional \$25.00 annual registration fee (in addition to the license plate fee, the manufacturing fee, ad valorem tax or any penalties, which may be due.) **I understand that this organization is not acting as an agent of the State. Payment of the manufacturing fee to the organization does not constitute payment to the State. Until 500 license plates are ordered and the applications and appropriate manufacturing fees are sent to the State by this Organization/Institution/Association/Group, no license plate commemorating this Organization/Institution/Association/Group will be manufactured.**

(Applicant's Signature)

(Date)

**Uniform Issuance of Special License Plates
Commemorating Certain Organizations,
Institution, Associations or Groups**

O. C. G. A 40-2-60.1 was enacted during the 1997 Session of the General Assembly and required the Department to adopt rules and regulations to administer the standardized authorization for issuance of commemorative license plates. A copy of Regulation 560-10-22-.13, as filed, is attached. Below is a synopsis of the guidelines contained in the regulation:

1. Any Georgia Organization, Institution, Association, or Group desiring the issuance of a special license plate commemorating the Organization, Association, or Group may submit a timely request to the Revenue Commissioner on form T-212.
2. The Organization, Institution, Association, or Group will bear sole legal responsibility for the use of any copyrighted material, slogan, logo or graphic necessary for the manufacture of the special license plate.
3. No special license plate will be approved that adversely affects public safety or is offensive in nature.
4. Applications for special license plates, when approved by the Revenue Commissioner will be held by each organization, Institution, Association, or Group, until at least 500 applications are received.
5. Such special license plates will be assessed a \$25.00 manufacturing fee that must be submitted with the application, form MV-9Q, to the Georgia Organization, Institution, Association or Group. In addition, each special license plate, upon issuance, will be assessed a \$25.00 annual fee in addition to all other usual registration fees.
6. Before any Organization, Institution, Association, or Group shall be approved for a special commemorative license plate, such Organization, Institution, Association or Group will be required to give an annual performance bond in the amount of \$12,500.00 with good and sufficient surety or sureties license to do business in this state payable to, in favor of, and for the protection of either the Organization, Institution, Association, Group, the applicant or the Revenue Commissioner.

IMPORTANT INFORMATION

Any Georgia resident motor vehicle owner desiring a Special License Plate commemorating an Organization/Institution/Association/Group may complete and submit this application form. A \$25.00 manufacturing fee made payable to the organization and a completed application form should be mailed to the organization noted on the front of this form.

1. A minimum of 500 applications must be received by July 31 before the Department of Revenue will manufacture a "Special License Plate Commemorating a Group or Organization." A separate application must be completed for every vehicle for which you intend to register with a license plate from this Organization/Institution/Association/Group.
2. No vanity or personal prestige combination will be permitted. The commissioner shall be authorized to create combinations of letters and numbers or numbers for these license plates, which serve the primary purpose of uniquely identifying a vehicle used on public streets and highways. The commissioner reserves the right to abridge such name based on the space limitations of the license plate. The design of a special license plate shall be approved by the commissioner.
3. The top portion of form MV-9Q must be completed in the applicant(s) name(s) as shown on the current registration certificate (tag receipt). Please show your current address, county of residence and date of birth.
4. At the bottom of this form, please record the name and address of the Organization/Institution/Association/Group from which a special license plate is requested. Please make sure that this information is typed.
5. Please sign and date this form.
6. This form will be returned to you by the Motor Vehicle Division indicating 'approval' or 'denial' of your request before your registration period (the thirty-day period ending at midnight on your birthday in most Georgia counties). An application will be denied if 500 applications for the license plates are not received between January 1 and July 31 in the year before the tag is to be issued or if the Organization/Institution/Association/Group did not meet the requirements of law, rule or regulation. If 500 applications are not received, the Organization/Institution/Association/Group must refund each \$25.00 manufacturing fee to each applicant by August 31 in the same year the applications were submitted to the Organization/Institution/Association/Group.

COUNTY INVENTORY REPORT			
PRESTIGE TAGS			
County Name:		County #	Page _____of_____
CTA count done by:	Date:	CTA count approved by:	Date:
Inventory of Prestige Tags			
Tag	Tag	Tag	Remarks
Total	Total	Total	////////////////////////////////////
Audited	Reviewed by:		Date:

GEORGIA MVD TITLE DROP-OFF TRANSMITTAL FORM

Complete this Title Transmittal Form and drop in the MVD Drop-Off Box in the Tradeport Lobby.
Each Title Application Must be Submitted with a separate check.

Name of Submitter/Company					
Address		City		State	Zip
Contact Name:				Contact Phone Number: () -	
	Vehicle Identification Number	Applicant's Name	Date of Purchase: (MM/DD/YY)	Check No:	Total Fees, Include Any Penalties
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

THE INSTRUCTIONS FOR THIS FORM MUST BE FOLLOWED. Use this form for TITLE APPLICATIONS ONLY.

GEORGIA MVD TITLE DROP-OFF TRANSMITTAL FORM

TRANSMITTAL INSTRUCTIONS/PROGRAM RULES/PROCEDURES

1. Only ten (10) applications may be submitted with this form and they must be contained in a sealed envelope.
2. One check must be submitted with each title application for the correct amount including all fees and penalties for that application.
3. The form must list the following for each application:
 - VIN
 - Applicant's name as listed on the title application
 - Date of vehicle purchase
 - Check Number
 - Total of fees including any penalties
4. All applications must be included with this form in the order listed.
5. All documents submitted with an application must be in the following sequence:
 - Check
 - Application
 - Existing Title (if applicable)
 - Power of Attorney (if applicable)
 - Any additional supporting documentation
6. The title will be mailed to the appropriate party based on the documentation submitted.
7. If the title is rejected for any reason, the application, check and supporting documents will be returned to the appropriate party based on the documentation submitted.
8. If this form is not completed correctly or submitted with incomplete documentation, the complete package will be returned to the submitting party.
9. Failure to follow the rules listed and any additional rules established by the Motor Vehicle Division will revoke your privilege to use this service.

REQUEST FROM AN ORGANIZATION/INSTITUTION/ASSOCIATION/GROUP FOR A SPECIAL LICENSE PLATE

The Organization/Institution/Association/Group indicated below requests approval to accept applications and manufacturing fees for a special license plate to commemorate the Organization/Institution/Association/Group with the understanding that a special license plate will not be manufactured unless the following conditions are met:

- A. Five hundred (500) have been received between January 1 and July 31 in the year before the tag will be issued; or,
- B. The organization/institution/association/group makes a payment of 12,500 to the Georgia Department of Revenue for the manufacture of 500 license plates by July 31 in the year before the tag will be issued; and,
- C. The organization/institution/association/group agrees to the conditions set forth in the rules and regulations governing the issuance of a special license plate commemorating organization/institution/association/group; and,
- D. If 500 applications are not received by July 31, the organization/institution/association/group will refund all manufacturing fees to the applicants by August 31 in the same year that applications were received; and,
- E. Proof of the annual \$12,500 performance bond is attached to this request.
- F. Proposed design for the license plate compatible with the standard design for special license plates.

Name of Organization/Institution/Association/Group
Street Address Including, City, State, and Zip
Mailing Address (If different from street address) Including, City, State and Zip
Authorized Representative's Name
Authorized Representative's Position/Title
Telephone Number

AUTHORIZED REPRESENTATIVE'S APPROVAL FOR SPONSORING ORGANIZATION:

(Signature)

(Date)

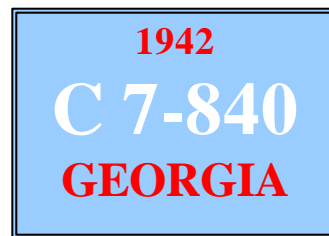
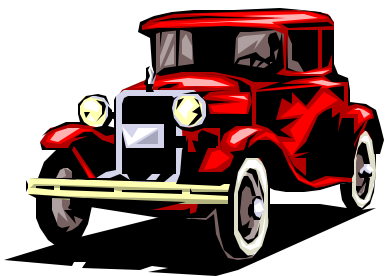
APPROVAL IS HEREBY GRANTED BY THE STATE OF GEORGIA, DEPARTMENT OF REVENUE, FOR ORGANIZATION/INSTITUTION/ASSOCIATION/GROUP TO ACCEPT APPLICATIONS AND MANUFACTURING FEES FOR A SPECIAL LICENSE PLATE COMMEMORATING THE ORGANIZATION/INSTITUTION/ASSOCIATION/GROUP.

(Signature)

(Date)

**AFFIDAVIT OF OWNERSHIP
AUTHENTIC HISTORICAL
LICENSE PLATE**

T-224 (Revised 6/2001)
WEB & MVD Manual



Georgia license plate issued in 1957 or earlier is authorized for use on the same year vehicle. The vehicle must be properly registered for the current year with a Georgia license plate/decals. Current license plate must be kept in vehicle at all times but need not be displayed.

AUTHENTIC GEORGIA LICENSE PLATE YEAR: _____

AUTHENTIC GEORGIA LICENSE PLATE NUMBER: _____

CURRENT GEORGIA LICENSE PLATE NUMBER: _____

VEHICLE IDENTIFICATION NUMBER: _____

YEAR MODEL: _____ MAKE: _____ BODY STYLE: _____

OWNER (S) NAME: _____

DATE OF BIRTH: _____

ADDRESS: _____

DAYTIME PHONE NUMBER: _____

This is to certify that I am the owner of the Authentic Historical License Plate and it is displayed on the vehicle described above:

SIGNATURE OF APPLICANT: _____

SIGNATURE OF COUNTY TAG AGENT: _____

DATE: _____

THIS FORM MUST BE KEPT IN VEHICLE AT ALL TIMES.

A visual inspection of the authentic historical license plate must be made. Apply in person to let your County Tag Agent/employee inspect the authentic Historical License Plate.

**Application to Extend Initial Registration Period for a Motor Vehicle
Purchased from a Georgia Motor Vehicle Dealer**

Date: _____

TO: _____ County Tag Agent

I purchased the motor vehicle described in this application from a Georgia Motor Vehicle Dealer. It has been at least 25 days since the date of this purchase. I do not have a license plate for this motor vehicle and the title has not been issued in my name for this 1986 or newer motor vehicle which is required to be titled.

Attached to this application is a copy of the Motor Vehicle Dealer's Invoice of Sale that I received when the vehicle was purchased and the temporary license plate that was issued when the vehicle was purchased.

Please extend the initial registration period for this vehicle and issue a County Tag Agent Temporary Operating Permit to expire 30 days from the expiration date of the temporary license plate issued by the dealer.

_____ Purchase Date

_____ Owner's Name

_____ Co-owner's Name (if applicable)

_____ Address (including City, State & Zip)

() _____ Daytime Telephone #

_____ Insurance Company Name _____ Policy #

_____ Dealer Name _____, GA (Dealer City)

_____ Vehicle Year _____ Vehicle Make _____ Vehicle Model

(Vehicle's Identification Number, also known as VIN or Manufacturer's Identification Number)

_____ Owner's Signature

Attachments: Motor Vehicle Dealer's Invoice of Sale
 Dealer's Temporary License Plate